

INDUCTION MATERIAL

GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
(DEPARTMENT OF HEALTH & FAMILY WELFARE)

October, 2020

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SECTION	Allied Health Services (AHS) Section (PMS Section renamed as AHS Sec. vide Office Order No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	539-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061182	-	513		ahssection@gmail.com
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Matters relating to Allied Health Professionals Education & related issues. 2. Establishment of National Commission for Allied and Healthcare Professions (NACHP) and related issues. 3. Skill courses relating to Allied Health Professions in coordination with HRH Cell. 4. Pharmacy Education and regulations RTIs, Grievance, Court Cases, Parliamentary Question related to Pharmacy Education. 5. Administrative matters of Pharmacy Council of India and issues relating to PCI Act. 6. Issues concerning HRH Cell. 7. Court cases, RTIs, Grievances, Parliamentary matters on the above subjects. 					

SECTION	BOP [BUREAU OF PLANNING]				
ROOM NO.	Hall No. 3, Third Floor, Indian Red Cross Building, Red Cross Road, Sansad Marg, New Delhi-110001				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23736976-DD 23350002 – Section	-	-	-	-
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. National Health Policy related work 2. National Health Accounts 3. Matter relating to Central Council of Health and Family Welfare 4. Finance Commission related matters 5. Output-Outcome Framework 6. Economic Survey 7. Coordination work relating to Implementation of Budget Announcements 8. Coordination of E-samiksha 9. Coordination of PRAGATI 10. Gender Budget and coordination with various divisions on gender issues. 11. Other economic issues relating to the Department. <p>Note:-</p> <ol style="list-style-type: none"> 1. Preparation/Review of Annual Plan has been discontinued 2. Preparation/Appraisal of Five Year Plans has been discontinued 3. Outcome Budget is now replaced with Output Outcome Framework 4. Outcome Budget of Flagship Programme has been discontinued 5. Matters relating to Results Framework Document has been discontinued 6. Mid-Year Analysis has been discontinued 7. Annual Action Plan (Transferred from IWSU vide office order No. Z-15011/01/2018-IWSU(P) dated 10.07.2018) has not been undertaken by BoP since IWSU Order dated 10.07.2018. 					

SECTION	TDP [TRIBAL DEVELOPMENT PLANNING] CELL				
ROOM NO.	Hall No. 3, Third Floor, Indian Red Cross Building, Red Cross Road, Sansad Marg, New Delhi-110001				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23736976-DD 23350002 -Section	-		-	-
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Coordination of Development Action Plan for Scheduled Castes (DAPSC) and Development Action Plan for Scheduled Tribes (DAPST) in DoHFW. 2. Representing the Department in the meeting in the NITI Aayog/ Ministry of Tribal Development in respect of DAPSC and DAPST 3. Co-ordinating analysis, review and recommendation for successful implementation of various healthcare schemes for Scheduled Castes and Scheduled Tribes. 					
Note:					
Multi Sectoral Development Programme (MSDP) has been re-structured as Pradhan Mantri Jan Vikas Karyakram (PMJVK) of Ministry of Minority Affairs. Work relating to this is being dealt by NHM.					

SECTION	BUDGET SECTION (Budget(Health) and Budget (FW) merged and renamed as Budget Section vide OM No. A.11013/8-Estt.I/2014 dated 19.08.2016)				
ROOM NO.	312 - D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23062364	2532	476	-	budgethsection@gmail.com

RESPONSIBLE FOR

Vide OM No. A.11013/8-Estt.I/2014 dated 19.08.2016, Budget(Health) and Budget (FW) merged and renamed as Budget Section and dealt with all matters relating to Budget and Budget Administration, such as -

1. Issue of preliminary budget instructions to all Sections/Desks/Officers concerned
2. All work related to RE/BE in respect of Health & FW/ Department of Health Research.
3. Circulation of circulars issued by the Ministry of Finance.
4. Examination of Budget proposals received from Sections/Desks etc.
5. Projection of Estimates of expenditure to Ministry of Finance for discussions by Secretary (Expenditure) with Financial Adviser.
6. Distribution of Grants & preparation of Statement of Accepted Estimated based on the Ceiling conveyed by the Ministry of Finance.
7. Forwarding of Statement of Budget Estimates (Final) to the Ministry of Finance at two stages.
8. Projection/Finalisation of Supplementary Demands for Grants of Department of Health & FW and Health Research in consultation with Ministry of Finance.
9. Preparation and finalisation of the Detailed Demands for Grants for both the departments.
10. Monitoring of excess/savings in the final Estimated of Expenditure.
11. Acceptance of Final Estimates of Expenditure/Surrender of Savings.
12. Finalisation of Appropriation/ Re-appropriation orders in respect of Department of Health & FW (Part-I Health) & Department of Health Research.
13. Monitoring of printing of the Detailed Demands for Grants of the Ministry.
14. Review of Monthly Expenditure of various Instts./Programmes.
15. Projection of expenditure under "Medium Term Expenditure Framework (MTEF)- Review of the Schemes.
16. All matters relating to FRBM Act.
17. All works relating to Examination of the Detailed Demands for Grants and Reports thereon by the Department Related Standing Parliamentary Committee on Health & FW.
18. Co-ordination work relating to Audit Paras included in various Reports of C&AG.
19. Preparation of Explanatory Notes for Savings over 100 crore and above.
20. Co-ordination work in respect of Reports of Public Accounts committee and Estimates Committee of Parliament.
21. Co-ordination work in respect of Audit objections/ Audit paras included in the Audit Reports of Various A.Gs/Internal Audit Wing etc.
22. Allocation and Monitoring of all advances (Conveyance/ HBA etc.) to the staff of the Department of Health & FW/ Dte. GHS.
23. Issues of Economy Instructions.

SECTION	BUDGET (NHM) SECTION				
ROOM NO.	509(B)- D Wing				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
		23062865	2624	477 458	23062391
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Issue of preliminary budget instructions to all Sections/Desks/Officers concerned. 2. All work related to RE/BE in respect of NHM 3. Circulation of Budget Circular received from MOF 4. Examination of Budget proposals received/preparation of work sheets/feeding of Draft Data input/Submission for approval of AS&FA after compilation & consolidation. 5. Forwarding of SBE (Projected) with needful schedules & summary sheets to MOF for Pre-Budget Discussions 6. On receipt of ceiling in r/o Non-Plan Budget from MOF – preparing fair SBE 7. Consideration of re-appropriation proposals within the powers of AS&FA and issue of assurances accordingly 8. Re-appropriation of all NER proposals and issue of assurances accordingly. 9. All work related to 3 Batches of Supplementary Demands (July/ November/February) viz. Circulation/ compilation/ concurrence & forwarding to MOF for Parliamentary approval/ vetting and issue of assurances accordingly. 10. Distribution of Grants (up to object head level) for preparation of DDG. 11. Preparation of SBE (Final) based on schematic break up of allocation approved by Planning Commission along with Notes on Demand/ Budget at a Glance/ write-up. 12. Preparation of Final Estimates with the purpose of locating excess/saving and for the purpose of redistribution of Grants. 13. Supervision of work of printing DDG after consolidating & merging the Demands of all the four Departments. 14. Preparation of final re-appropriation orders (Plan/Non-Plan/Capital/NER) and surrender of saving to be communicated to MOF/CAG/NLCPR. 15. All work relating to laying of DDG in the Parliament. 16. Supply of material for Outcome Budget. 17. Issue of economy instructions circulated by MOF from time to time. 18. Allocation and monitoring of all Advances (Conveyance/ HBA/Computer etc.) to the officers and staff. 19. Preparation of Explanatory notes on Savings after closure of each financial year. 20. Consideration of proposals for opening of New Sub-Heads/Detailed Heads/Object Heads and obtaining approval from competent authorities. 21. Furnishing advice/clarifications of budgetary matters sought by MOF and various divisions/sections in the Department. 22. Examination and rendering advice to all re-appropriation proposals and other proposals on budget related matters of all the Department of the Ministry. 23. Work relating to Department related Parliamentary Standing Committee on H&FW- Preparation of Background Material/Questionnaire on DDG, and compilation of Action Taken Note (ATN). 24. Status of implementation of all Reports of Parliamentary Standing Committee. 25. Providing material for Parliament Questions relating to Budget (NHM). 26. Matters relating to RTI concerning Budget (NHM). 					

SECTION	CASH-I Section Cash Section bifurcated and renamed as Cash-I and Cash-II Section vide OM No. A.11013/8/2014-Estt.I dated 14.02.2017				
ROOM NO.	414-D				
TELEPHONE NO. /EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061201	2790	472		cash.health@nic.in
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Processing of Pay bills, Pay Arrear bills, TA bills, Ashoka Travel Bills, Medical Reimbursement bills of Hon'ble Ministers. 2. Calculation of Income Tax liability, Preparation of Form-16, Reconciliation of Income tax figure with PAO (Cabinet Affairs) and quarterly e-filing of Income Tax Return with Income Tax Department of Hon'ble Ministers. 3. Preparation and processing of pay bills, pay fixation arrears due to pay revision on promotion, stepping up, Modified Assured Career Progression Scheme etc., DA arrears, honorarium, Children Education Allowance claims, Medical Advance and reimbursement, Leave encashment on LTC etc. in respect of all the officers and staff of the Ministry of Health and Family Welfare. 4. Maintenance of Pay Bill Registers and recording all payment details manually in it. 5. Preparation and issue of Last Pay certificates in the event of transfer/retirement of officials. 6. Verification of Service and recording entries relating to deduction of CGEGIS in Service Book of all Officers and Staffs. 7. Preparation and processing of retirement benefits for payment such as Gratuity, Commuted Value of Pension, CGEGIS, Deposit Linked Insurance Scheme, Leave encashment etc. 8. Income Tax Calculations, Preparation of Form-16, Reconciliation of Income tax figure with PAO(Sectt) and quarterly e-filing of Income Tax Return with Income Tax Department. 9. Maintenance of General Provident Fund accounts such as GPF advance, withdrawal, final payments on superannuation, Transfer-in, Transfer-out cases, GPF broadsheet etc. 10. Processing the long term advances bills viz. House Building Advance and Computer Advance. 11. Processing cases of Travelling Allowances/Daily Allowance advance and reimbursement bills in case of domestic tour, transfer and superannuation, Maintenance of TA Registers and keeping a watch on pending advances. 12. Processing all cases relating to advance and reimbursement of expenses incurred on Foreign Travel by Hon'ble Ministers, officers etc. of the Ministry. 13. Processing Air Travel bills of M/s Ashoka Travels pertaining to air travel undertaken by officers of the Ministry on exchange vouchers issued by Protocol Section. 14. Processing of Leave Travel Concession (LTC) advance and reimbursement claims. Maintenance of LTC Register and keeping a watch on pending advances. 15. Processing cases of Medical reimbursement to hospitals, clinics, labs and diagnostic centers. 16. Processing cases relating to contingent payment/advance/adjustment bills relating to all kinds of purchases, AMC/repair charges, trainings, court cases fee to Govt. advocates, conveyance hire charges, Newspaper reimbursement bills, Telephone reimbursement bills, Telephone payment bills of MTNL/various mobile operators, NDMC license fee and parking charges, refreshment/lunch/dinner charges, to various meetings organized by various Divisions, etc in respect of Major Head 2251. 17. Preparation of salary and TA of consultants and outsourcing staff engaged in Ministry of Health and Family Welfare from MH 2251. 18. Maintenance of Contingent Register, TDS/GST Register etc. and keeping a watch over pending advances. 19. Income Tax deductions under relevant Sections of Income Tax and GST Act, preparation of Form-16A on quarterly basis for private parties, institutions, hospitals and consultants. 20. Reconciliation of TDS/GST figure in respect of contingent (non-salary) payments with PAO (Sectt) and quarterly filing of Income Tax Return with Income Tax Department in respect of private parties, consultants etc. 					

21. Reconciliation of expenditure booking with Pay & Account Office.
22. Processing of online bills received through GEM portal.
23. Maintenance of Cash Book, valuable Registers, Challan Register, etc., encashment of cheques received from Pay and Accounts office.
24. Preparation and issue of Treasury receipts on account of credit of money into Government Account.
25. Preparation of challans and deposit of cash, cheques, drafts, Indian Postal Orders, etc. in the accredited bank i.e. Bank of Baroda.
26. Reconciliation of all receipts deposited in Bank of Baroda with Pay and Account Office.
27. Maintenance of budget, preparation of Budget Estimates and Revised Estimates in respect of object heads salaries, Over Time Allowance, Domestic Travel Expenses and Medical Treatment under MH 2251 – Social Secretariat Services.
28. Settlement of audit para pertaining to Internal Audit Wing (HQ) and Director General of Audit (Central Expenditure)
29. Processing of RTI cases pertaining to the Section.
30. Processing of cash and accounts related work – all salary and contingent work including Grants-in-aid bills in respect of Department of Health Research.

SECTION	CASH-II SECTION Cash Section bifurcated and renamed as Cash-I and Cash-II Section vide OM No. A.11013/8/2014-Estt.I dated 14th February 2017				
ROOM NO.	416-D				
	DIRECT	FOUR DIGIT	THREE DIGIT	FAX. NO.	EMAIL ID
TELEPHONE NO./EMAIL	23063186	2529	471	-	

RESPONSIBLE FOR

1. Processing of cases relating to procurement, supplies, contingent payment/advance/ adjustment bills relating to all kinds of purchases, AMC/repair charges, trainings, court cases fee to Govt. advocates, conveyance hire charges, Newspaper reimbursement bills, Telephone reimbursement bills, Telephone payment bills of MTNL/various mobile operators, NDMC license fee and parking charges, refreshment/lunch/dinner charges, to various meetings organized by various Divisions, Health Ministers Discretionary Grants etc. in respect of Major Head other than 2251 of Department of Health and Family Welfare.
2. Preparation of Grants-in-aid bills pertaining to various autonomous bodies/projects/ programmes under different divisions of this Ministry.
3. Processing of outward claims in respect of expenditure incurred by Indian Embassies.
4. Preparation of salary and TA of consultants and outsourcing staff engaged in Ministry of Health & Family Welfare from Major Head other than 2251.
5. Maintenance of Contingent Register, TDS/GST Register etc. and keeping a watch over pending advances.
6. Income Tax deductions under relevant Sections of Income Tax and GST Act, preparation of Form – 16A on quarterly basis for private parties and consultants.
7. Reconciliation of TDS/GST figure in respect of contingent (non-salary) payments with PAO (Sectt) and quarterly filing of Income Tax Return with Income Tax Department in respect of private parties, institutions, Public Sector Units, consultants etc.
8. Reconciliation of expenditure booking with Pay & Accounts Office.
9. Processing of RTI cases pertaining to the Section.
10. Settlement of audit para pertaining to Internal Audit Wing (HQ) and Director General of Audit (Central Expenditure).

SECTION	CCD Section				
ROOM NO.	540-A				
TELEPHONE NO./EMAIL	DIRECT	FOUR DIGIT	THREE DIGIT	FAX. NO.	EMAIL ID
	23063002	2697	528	-	ak.gupta38@nic.in
RESPONSIBLE FOR					
To monitor & Supervise all the following work					
<ol style="list-style-type: none"> 1. National Leprosy Eradication Programme 2. MDT Programme/MDT release of Central Assistance 3. Release of Central Assistance to the States 4. CLTRI, Chengalpattu 5. RLTRI, Aska 6. RLTRI, Gauripur 7. RLTRI, Raipur 8. Grants-in-aid to:- <ol style="list-style-type: none"> a) NITRD erstwhile LRSTB Hospital; and b) New Delhi TB Centre 9. Foreign assistance for NLEP 10. National Viral Hepatitis Control Programme (NVHCP). 					

SECTION	COORDINATION SECTION (Coordination – I Section has been renamed as Coordination Section vide OM No.A.11013/8/2014-Estt.I dt. 19.08.2016)				
ROOM NO.	525-C				
TELEPHONE NO./EMAIL	DIRECT	FOUR DIGIT	THREE DIGIT	FAX. NO.	EMAIL ID
	23061866	2542	485	23061866	healthcdn-mohfw@gov.in

RESPONSIBLE FOR

1. Annual Report of Department of Health and Family Welfare.
2. Monthly D.O. letter to Cabinet Secretary and related activities.
3. Inputs for President's Address to both the Houses of Parliament during beginning of the first Session after each general election and at the beginning of the first session of each year.
4. Material for Issues likely to be raised in Parliament before the commencement of each Session.
5. Comments on Cabinet Notes received from other Ministries wherein comments are required to be collected from different Divisions of this Department.
6. Coordination with Ministry of Defence for issuance of passes to Officers of this Department for Independence Day and Republic Day ceremonies.
7. Reference received from other Ministries including State Governments for comments wherein coordination is required (except policy matters).
8. Various information sought by offices of HFM/MoS requiring coordination with different divisions of this Ministry.
9. Circulation of paper relating to daily report on urgent basis to PMO during foreign visit of Hon'ble Prime Minister.
10. Circulation of papers relating to General Circular/Training Circular/Vacancy Circular.
11. Matters wherein coordination is required in the Ministry which are not specifically allotted to any other Section (except policy matters).
12. Parliament Questions requiring coordination.
13. Information sought on Parliament Questions of other Ministries, wherein coordination is required.
14. GST related issues with respect to D/o HFW vide Coordination Section's OM No. Z.28020/38/2016-CDN dated 13.07.2017.

II Non-Governmental Organisations related matters of this Department (Shifted from NGO Division vide Order No. Z-28019/45/2016-NGO dated 25.02.2020).

- 1) The NGO division will be a part of the National Programme Management Unit (NPMU) and would provide support to the States as and when required. The NGO division would be strengthened to maintain a centralized database of NGO Schemes under various programme division within the Ministry of Health & Family Welfare (MOHFW).
- 2) The NGO Support Resource Centre would be set up within NHSRC to function as the technical arm of the NGO division. It would provide technical support to

NGOs, Coordinate and forge countrywide linkages to NGO assisted interventions, develop capacity of mentor and monitor NGOs.

Note:

- (i) The work related to patronization and clearance of the name of the societies has been transferred to O&M Section of Dte.GHS vide note of file No. Z.17025/1/2014-CDN-I dated 17.04.2015.
- (ii) Work relating to Sponsoring of staff training in ISTM has been transferred to the Establishment Division concerned.
- (iii) Work relating to Meeting of Sr. Officers meeting – Issuance of meeting notice, etc. is being carried out by Office of Secretary (HFW)/Establishment Division.
- (iv) Work relating to references from D/o Consumer Affairs regarding NOC for the names of societies has been transferred to O&M Section of Dte.GHS
- (v) Work relating to matters of Vacancy Monitoring System of DoPT is being carried out by Establishment Division.
- (vi) Work relating to achievement of the Ministry asked by HFM & MoS from time to time are being prepared by IEC/SNA Division.
- (viii) Work relating to Monthly Report on PMRP for J&K and other reports on PMRP has been transferred to PMSSY Division.

SECTION	Central Design Bureau (CDB)				
ROOM NO.	406-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23062928	2788	691	23062928	
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. To design functional, aesthetically pleasing, cost and energy efficient health buildings. This includes designing general and super speciality hospital such as Tuberculosis, Cancer, Trauma, Emergency Medical Care, Infectious Disease, Referral Hospitals, Medical colleges, Dispensaries, Polyclinics, Drug Stores and Medical Quality Control, Testing & Research Laboratories in all the systems. 2. CDB also plays an important part as advisors to the DGHS and Ministry of Health in the field of Area Projects. 3. Provide consultancy services to not only Ministry of Health but other Ministries and Autonomous bodies desirous of establishing Health Care Facilities or Health Care related facilities. Under its clientele it has besides Ministry of Health, Ministry of Labour, External Affairs, Home Affairs and Defence. 					

SECTION	Central TB Division (Transferred from Dte.GHS to Department of Health & Family Welfare vide Office Order No. Z-28014/01/2018-Admn.-I/Estt.-I dt. 03.10.2018)				
ROOM NO.	523-C				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061109	-	-		ftc.thang38@nic.in
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1) All the administrative and financial matters related to National Tuberculosis Elimination Programme (NTEP) (including budget) 2) All the administrative and NTEP work related to National Tuberculosis Institute, Bangalore (including budget) 3) Foreign Assistance to NTEP including Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). 4) Other matters related to Central TB Division, MoHFW 					

SECTION	CGHS Hospital Empanelment Cell				
ROOM NO.	524-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061487		425		
RESPONSIBLE FOR					
<p>Processing and organizing e-tenders for empanelment of private health care organisation including diagnostic centres under CGHS and fixation of rate for various treatment procedures from time to time. Issuance of clarifications regarding issues related to reimbursement and related matters. Organizing specialist meetings for formulation of guidelines for reimbursement policies.</p>					

SECTION	Central Government Health Scheme-I (CGHS-I)				
ROOM NO.	746-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23063194	2804	621	011- 23063194	
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Creation of Group 'A' and 'B' Non-Plan posts in respect of all CGHS Units. 2. Continuation of Group 'A' and 'B' temporary posts in respect of all CGHS Units. 3. Conversion of Group 'A' and 'B' temporary posts into permanent ones in respect of all CGHS Units. 4. Framing/Amendment of Recruitment Rules of all posts in all CGHS Units. 5. All establishment matters pertaining to Group 'B' (Gazetted) posts in respect of all CGHS Units. 6. All establishment matters, other than cadre matters of CHS doctors, of Group 'A' officers in respect of all CGHS Units. 7. All establishment matters, other than cadre matters, in respect of Unani, Homoeopathy and Ayurvedic physicians in all CGHS Units. 8. Parliamentary matters concerning the items of work allotted. 9. Court cases/ matters relating to the items of work allotted. 10. References received from VIPs, including Public Grievances, pertaining to items of work allotted. 11. All matters relating to audit paras/audit objections related to the work allotted. 12. Association, JCM, Departmental Council matters related to the work allotted. 13. All periodical Reports and Returns pertaining to the work allotted. 14. All matters relating to reservation for SCs/STs/OBCs etc. pertaining to work allotted. 15. Any other matter incidental or related to the work allotted. 					

SECTION	Central Government Health Scheme-II (CGHS-II)				
ROOM NO.	746-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23063194	2804	-	-	socghs2-dghs@nic.in
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. All matters (Establishment, Administrative, Service Matters) relating to Gr.C and erstwhile Gr.D Posts, in CGHS (located in Delhi and outside Delhi) 2. Personal matters such as permission to visit abroad, forwarding of applications, request for inter-city transfers, Grant of various advances, etc relating to Gr.C and erstwhile Gr.D Staff of CGHS. 3. Compassionate Appointments. 4. Association (All India CGHS Employees Associations) Demands relating to the sphere of work allocated in the Section. 5. Purchase and Condemnation of Office Equipments, other than Medical Equipments. 6. Purchase and Condemnation of Official Vehicle. 7. Matter relating to cadre restructuring of Gr. C and erstwhile Gr. D posts of CGHS. 8. Matter relating to pay upgradation of Gr.C and erstwhile Gr. D posts in CGHS. 					

SECTION	Central Government Health Scheme-III (CGHS-III)				
ROOM NO.	746-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23063018	-	-	-	-
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Policy planning matters including opening of new CGHS Wellness Centers and extension of CGHS to additional cities/areas etc. 2. All matters relating to clarification of CGHS Rules, their interpretation and applicability such as issue of CGHS cards, entitlement of CGHS beneficiaries and hospital treatment in non-CGHS area certificate etc in consultation with CGHS(P). 3. Any other matter incidental or related to policy. 4. All matters relating to Budget- Plan & Non-Plan, including Performance Budget, Notes on Demands, Parliamentary Standing on Budget etc. 5. All matter relating to reimbursement of medical claim including ex-post facto approval of CGHS beneficiaries from all CGHS units other than CGHS, Delhi and includes issue of sanctions for heart pace-markers/ heart valves and permission for artificial appliances/disposal surgical sundries. 6. Court cases/matters relating to the items of work allotted. 					

SECTION	Central Government Health Scheme-IV (CGHS-IV)				
ROOM NO.	745-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23063190	-	-	-	cghs4section@gmail.com
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Preventive Vigilance. 2. All Vigilance and disciplinary matters. 3. Complaints received from any Source, including those against Medical Officers and staff of CGHS Units. 4. Complaints regarding delay in payment to hospitals, harassment by hospitals, etc. 5. CGHS Advisory Committee. 6. CGHS Manual. 7. Monitoring of Private Hospitals/Diagnostic/ Centres; Clarification/ information regarding recognition of hospitals and rates fixed under CGHS. 8. Recognition of private Hospitals/ Diagnostic Centres for treatment of CGHS beneficiaries. 9. Appointment of authorised local chemists, including pending bills, complaints about payment or any clarification/ information required in regard to local purchase of medicines. 10. All matters relating to procurement of drugs (generic or proprietary), including assessment of availability/ shortage of drugs through periodical reports as may be prescribed and supply of drugs through MSDs/HSCC 11. Matters relating permission for purchase and/ or any clarification/ information required on life saving drugs for treatment of CGHS beneficiaries and their families. 12. Hiring of Private Building for CGHS Dispensaries/ Offices and revision of rent of buildings. 13. Matters relating to for constructing of CGHS Building, repairs, maintenance etc. 14. All matters relating to purchase/ repair of medical equipments for CGHS dispensaries/ clinics/ labs. 15. Complaints from CGHS beneficiaries regarding non-availability of drugs. 16. Matters relating to Associations, matters relating to agitations, strikes by CGHS Service Associations. 17. Court cases/ matters relating to the items of work allocated. 18. All references received from VIPs including Public Grievances, pertaining to items of work allocated. 19. All matters relating to audit paras/ audit objections related to the work allocated. 20. Association, JCM, departmental councils matters related to the work allocated. 21. All periodical Reports and Returns. 					

SECTION	CHILD HEALTH				
ROOM NO.	107- D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23063459	3258	515	23063459	chmohfw@gmail.com

RESPONSIBLE FOR

CHILD HEALTH:

Child Health Programmes related to reducing child mortality and morbidity. Programmes, policy like-

- i. Rashtriya Bal Swasthya Karyakaram (RBSK),
- ii. Integrated Management of neonatal and childhood illness (IMNCI),
- iii. Facility Based Integrated Management of Neonatal and Childhood Illness (F-IMNCI),
- iv. Navjaat Shishu Suraksha Karyakram (NSSK),
- v. Newborn Health Care including Facility Based Newborn Care (FBNC) including care of sick and small newborn in Special New Born Care Units (SNCUs), Newborn Stabilization units and Essential Newborn Care at Newborn Care Corners, FBNC Training; Home Based Newborn Care (HBNC) and Home Based Young Child Care (HBYC) through Accredited Social Health Activists (ASHAs)
- vi. Kangaroo Mother Care, Family Participatory Care, Pediatric Care Strengthening,
- vii. SAANS (Social Awareness and Action to Neutralize Pneumonia Successfully) initiative for Pneumonia,
- viii. India New-born Action Plan implementation, Child Death Review, Still-birth Surveillance.
- ix. Norway India Partnership Initiative (NIPI),
- x. Infant and Young Child Feeding (IYCF)
- xi. Nutrition Rehabilitation Centres (NRCs)
- xii. Mother Absolute Affection (MAA)
- xiii. Lactation Management Centres (Extended Infant and Young Child Feeding)
- xiv. National Deworming Program.
- xv. Childhood Diarrhoea Control Program
- xvi. Vitamin A supplementation Program (VAS)
- xvii. Anaemia Mukt Bharat (AMB)- through life cycle approach.

Rashtriya Kishor Swasthya Karyakaram (RKSK)

Rashtriya Kishor Swasthya Karyakaram (RKSK) based on its Adolescent Health Strategy with the following objectives (a) increase awareness and access to information about adolescent health (b) provision of counseling and health services (c) provision of specific services such as sanitary napkins; iron folic acid supplementation etc.

The interventions under RKSK are broadly grouped as:

A. Community based interventions – Peer Education Programme, Weekly Iron Folic Acid Supplementation (WIFS) and Menstrual Hygiene Scheme (MHS)

B. Facility based interventions – Adolescent Friendly Health Clinics (AFHCs)

C. School based interventions – School Health and Wellness Programme under Ayushman Bharat. Along with the Peer Education Programme, Weekly Iron Folic Acid Supplementation (WIFS) and Menstrual Hygiene Scheme (MHS) are also being implemented in schools.

SECTION	CHS-I				
ROOM NO.	442-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23063720	2659	489	-	<u>Chs1-mohfw@gov.in</u>
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. The Nodal functions of Combined Medical Service Examination including cadre allocation (from recruitment year 1993 onwards). 2. Completion of pre-appointment formalities of Medical Officers allocated to Central Health Service on the basis of recommendations of Union Public Service Commission and giving them offer of appointment, revival of offer of appointments etc. 3. Preparation and maintenance of Civil List of Medical Officers (Pay scale as per 7th CPC) of Central Health Service. 4. Fixation of seniority of Medical officers of Central Health Services. 5. Cadre matters of MOs/SMOs/CMOs/CMOs(NFSG) working in Delhi based units of Central Health Service. 6. Matters relating to Medical officers(ad-hoc) earlier working on monthly wage/contract basis and those recruited during the strike of Junior/Senior Residents in May-June 1989 (till their regularization in CHS). 7. CAT/High Court cases in respect of regularisation of officers earlier appointed on monthly wage/contract basis/ad hoc basis in CHs which are filed in CAT/High court Benches outside Delhi. 8. RTI/Parliament questions/VIP Reference, Court Cases etc. on the above issues. 9. Notifications of appointments of MOs of CHS. 10. Issues concerning completion of probation and confirmation in service of MOs of CHS in service. 11. Medical Examination of the candidates of CMSE. 12. Transfer Committee functions. 13. Maintaining Roster of GDMO sub-cadre of CHS. 					

SECTION	CHS-II				
ROOM NO.	218-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23061491		490	23061491	chs2section@gmail.com

RESPONSIBLE FOR

General Duty Medical Officer(GDMO) Sub-cadre of Central Health Services (CHS)

1. Cadre matters relating to officers belonging to GDMO Sub-cadre of CHS posted in the units outside Delhi and also officers of Supertime Administrative Grade (SAG) level posted in Delhi Units.
2. Promotion of all officers belonging to GDMO Sub-cadre of CHS:
 - (i) Medical Officer- Senior Medical Officer
 - (ii) Senior Medical Officer- Chief Medical Officer
 - (iii) Chief Medical Officer - Chief Medical Officer (NFSG)
 - (iv) Chief Medical Officer (NFSG) - Supertime Administrative Grade
3. Grant of Non-functional upgradation to the officers of GDMO sub-cadre to SAG and HAG level.
4. Preparation and maintenance of Seniority lists in respect of Senior Medical Officer, Chief Medical Officer, Chief Medical Officer (NFSG) and Supertime Administrative Grade of the officers of GDMO Sub-cadre of CHS.
5. Matters relating to transfer/posting, grant of study leave, permission to visit abroad on personal capacity, grant of voluntary retirement, resignation, disciplinary cases in respect of officers of GDMO sub-cadre.
6. Court cases, RTI matters, VIP references, public grievances, etc.

SECTION	CHS-III				
ROOM NO.	440-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23061289	2661	491	23061289	<u>Chs3-mohfw@nic.in</u>

RESPONSIBLE FOR

(A) Teaching and (B) Public Health Sub-cadres of CHS

1. Recruitment

- (i) Sending of requisition to UPSC
- (ii) Processing the recommendations of received from UPSC
- (iii) Verification of Medical Examination, character & antecedents and caste certificates.
- (iv) Clearance of Probation period
- (v) Confirmation of service.

2. Promotions

- (a) Time-bound (in Teaching Sub-cadre)
 - (i) Assistant Professor to Associate Professor
 - (ii) Associate Professor to Professor
 - (iii) Professor to Director Professor level
- (b) In Public Health Sub-cadre
 - (i) Specialists Gr.III to Spl. Gr. II
 - (ii) Spl. Gr. II to Spl. Gr. I
 - (iii) Spl. Gr. I to SAG level

3. CHS Cadre Administration of teaching institutions viz. LHMC, New Delhi, AII&PH, Kolkata, AIIPMR, Mumbai, VMMC, New Delhi, Dr. RML Hospital, New Delhi, CIP, Ranchi, Safdarjung Hospital, New Delhi & Govt. of NCT of Delhi involving MAMC, GB Pant Hospital, GTB Hospital and Institutes under Public Health Sub Cadre of CHS.

4. RTI/Parliament questions/VIP References and Court Cases etc.

SECTION	CHS-IV				
ROOM NO.	218-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061491	2574	490	23061491	

RESPONSIBLE FOR

Non-Teaching Specialist Sub-cadre of CHS

1. Recruitment
 - (i) Sending of requisition to UPSC
 - (ii) Processing the recommendations of received from UPSC
 - (iii) Verification of Medical Examination, character & antecedents and caste certificates.
 - (iv) Clearance of Probation period
 - (v) Confirmation of service
2. Promotions

Time-bound (in Non-Teaching sub-cadre)

 - (i) Spl. Gr.III to Spl. Gr.II
 - (ii) Spl. Gr.II to Spl. Gr.I
 - (iii) Spl. Gr.I to SAG level
 - (iv) SAG level to HAG level.
3. Selection of CHS officers for appointment to administrative positions earmarked for Non-Teaching sub-cadre.
4. Rotational posting of CHS officers for a period of 90 days to A&N Islands Administration and Lakshadweep Islands Administration.
5. Grant of permission to Non-Teaching Specialist to visit foreign on personal grounds.
6. Cadre-clearance to Non-Teaching Specialist to undertake foreign assignment.
7. RTI/ Parliament questions/ VIP References and Court Cases etc.

SECTION	CHS-V				
ROOM NO.	214-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23062855	2560	493		
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Anomalous cases of fixation of pay of Central Health Services (CHS) officers. 2. Matters relating to implementation of Pay Commission recommendation (including NPA). 3. Court cases in service matter of CHS Officers pertaining to subject dealt by CHS-V Section. 4. General questions relating to CHS Rules, its amendment and Cadre Review. 5. General questions relating to grant of allowances to CHS Officers. 6. Inclusion/ exclusion of posts from CHS. 7. Matters involving coordination like references from Parliament Committee, Pay Commission, material for annual report of the Ministry, Half-yearly return of Threshold Analysis etc. of CHS Division. 8. Deputation in CHS of Medical Officers. 9. Parliament Questions relating to CHS. 10. RTI matters relating to CHS-V Section. 11. Formulation of Management Information System (MIS) for CHS & Dental Officers in consultation with NIC, MOHFW. 					

SECTION	CHS.VI & APAR Cell				
ROOM NO.	511-D (CHS.VI) & 442-A (APAR Cell)				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
		23061844	2611	570 - CHS.VI 489 - APAR Cell	-
RESPONSIBLE FOR					
<u>CHS. VI</u>					
<ol style="list-style-type: none"> 1. In-Situ Promotion of Group 'A' Gazetted Non-Medical Scientists S-IV level(243 posts) to S- level 2. Dental Surgeons (all administrative matters) 3. Work related to court cases filed by Dental doctors and Non-Medical Scientists on the issue of their promotion. 					
<u>APAR Cell</u>					
<ol style="list-style-type: none"> 1. Maintenance of ACRs/APARs in respect of officers of Central Health Services cadre. 2. Issue related to upgradation of ACRs/APARs in terms of instructions issued by the Department of Personnel and Training vide their O.M. dated 14.05.2009. 3. Considering the representations against below benchmark grading in ACRs/APARs in terms of instructions issued by the Department of Personnel and Training vide their OM dated 13.04.2010. 4. Work related to court cases pertaining to the issues of ACRs/APARs filed by CHS Officer against GOI. 5. Other Miscellaneous issues related to ACRs/APARs. 					

SECTION	DENTAL EDUCATION SECTION				
ROOM NO.	539 – A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061182	2506	513	-	-
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Establishment of new dental colleges in the country. 2. Starting of PG courses/increase of seats in UG and PG courses and granting renewal permissions to existing dental colleges. 3. Recognition of UG and PG Degrees. 4. Recognition of Dental Degrees issued by foreign universities. 5. Policy matters of Dental Council of India. 6. Finalisation of Regulations and amendments prepared by DCI etc. 					

SECTION	DRUGS REGULATION SECTION (DFQC(Drugs) Section has been renamed as Drugs Regulation Section vide OM No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	648-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23062419	2685	532	23062419	drugsdiv-mohfw@gov.in

RESPONSIBLE FOR

1. Administration of Drugs & Cosmetics Act, 1940 and Drugs & Cosmetics Rules, 1945; amendments therein;
2. Matters relating to Drugs & Magic Remedies (Objectionable Advertisement) Act, 1954 and Drugs & Magic Remedies (Objectionable Advertisement) Rules, 1955 and amendments therein;
3. Statutory matters, appointments & constitutions of various Committees under above Acts, & Rules,
4. Banning of drugs;
5. Laying of Notification under the above Acts and Rules in Parliament;
6. All establishment matters in respect of the Central Drugs Standard Control Organization (CDSCO) and Central Drugs Testing Laboratories, CDSCO, Zonal/ Sub-Zonal/ port offices, Pharma Zones at Airports and Seaports.
7. Matters related to Intellectual Property Rights (IPR) in so far as their applicability to licensing of manufacturing of drugs in the country.
8. Matters related to International Trade & Health Programmes pertaining to drugs quality control.
9. FIPB proposals for FDI in Pharma sector
10. MoUs with foreign countries and organizations in matters relating to quality control of drugs
11. Strengthening of State Drug Regulatory System
12. National List of Essential Medicines
13. Task Force on Drug Tracking and Tracing
14. Survey on spurious and sub-standard drugs
15. Clinical Trials in India
16. Matters relating to Consultative Expert Working Group (CEWG) of World Health Organisation (WHO)
17. Matters relating to Steering Committee on Spurious/Sub-standard/Falsified/ Falsely Labelled/ counterfeit (SSFFC) Medical products of World Health Organization (WHO)
18. All matters relating to the National Institute of Biological (NIB) including its administration, establishment, budgetary and financial matters, Grant-in-Aid, etc.
19. All matters relating to the Indian Pharmacopoeia Commission (IPC) including its administration, establishment, budgetary and financial matters, Grant-in-Aid, Court matters, etc. Issues relating to erstwhile Central Indian Pharmacopoeia Laboratory (CIPL) and its surplus employees. Issues relating to Indian Pharmacopoeia Laboratory (CIPL) and its surplus employees. Issues relating to Indian Pharmacopoeia (IP), Reference Substances, National Formulary of India (NFI), Pharmacovigilance Programme of India.
20. Work relating to "Customs Duty Exemption" (the work has been transferred from IC Section to Drugs Division (Drugs Regulation Section) vide OM No. L.20027/1/2013-IC dated 21.11.2016)
21. Parliament Questions and Assurances pertaining to above.
22. RTI applications pertaining to above.

SECTION	e-HEALTH SECTION (e Governance & Telemedicine Sections merged and renamed as eHEALTH Sec. vide Order No. A.11013/08/2014-Estt.I dated 23.09.2016)				
ROOM NO.	213-D-Wing				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061213	-	-	-	US: joginder.pal61@gov.in DD: amit.k89@gov.in SO: amita.telemedicine@gmail.com
RESPONSIBLE FOR					
I. TELEMEDICINE & eGOVERNANCE: (Reference OM No. A.11013/8/2014-Estt.I dated 19.08.2016)					
<ol style="list-style-type: none"> 1. E-learning & Tele- distance education (virtual classrooms) 2. National Medical College Network (NMCN) 3. e-Office 4. Electronic Health Records 5. Mera Aspatal in Central Govt. Hospital & States. 6. Artificial Intelligence 7. Website/Domain Reg./GIGW/Cyber Security 8. Promotion of IT Standards & Guidelines 9. All matters related to Centre for Health Informatics (CHI) <ol style="list-style-type: none"> (a) All matters including Parliament Question, Parliamentary Committees, relating to above. (b) Budget matters relating to above. 					
Administration of e-Gov. Initiatives, website maintenance etc. in all attached/sub-ordinate/autonomous institutions under administrative control of the Ministry. Will also take care of maintenance of website of this Ministry and act as Web Manager besides coordinating with NIC and DeitY.					

SECTION	ESTABLISHMENT -I SECTION				
ROOM NO.	316-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061947	2503	478	23061947	
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Matters pertaining to staffing, creation of posts in the Secretariat establishment of the Ministry. 2. All matters pertaining to the officers posted under Central Staffing Scheme. 3. Establishment matters pertaining to Group A and Group B Gazetted Officers belonging of CSS and CSSS in the Ministry of Health & Family Welfare including Dte.GHS. 4. Appointment of formal staff in Minister's Office and their personnel matters. 5. All Administrative matters including Maintenance of Service Book & Leave Accounts, Conduct Rules & Property returns (Lokpal and Lokayuktas), Advances refundable/non-refundable from GPF, Issues of CGHS cards relating to categories of services mentioned above. 6. Issue of permission for Treatment/investigations from Private Hospital Diagnostic centres and processing of medical reimbursement claims in respect of employees of this Ministry. 7. Processing of honorarium cases of officer/staff of this Ministry. 8. Sending of nominations for various training programmes conducted by DoPT/ISTM and other Government Department etc. 9. Awards and titles. 10. SPARROW (Online Performance Appraisal Reports of IAS and Group A officers of CSS & CSSS) 11. APAR/ACR work relating to remaining Group A & B officers. 12. Updating information in AVMS 13. CSCMS- Furnishing of personal information/cadre clearance/ obtaining vigilance clearance/uploading of APARs. 14. Processing of pension papers in respect of all categories of employees. 					

SECTION	ESTABLISHMENT-II				
ROOM NO.	316-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061155	3259	508	-	-
RESPONSIBLE FOR					
<p>Following matters pertaining to (i) CSS (ASO Grade) (ii) CSSS (Stenographer Grade C&D) (iii) CSCS (SSA & JSA Grades)</p> <ol style="list-style-type: none"> 1. All Establishment and administrative matters. 2. Cadre matters 3. Maintenance of Service Books, Leave Account and ACR. 4. Conduct Rules and Property Returns 5. Advances (including GPF withdrawals), LTC/HBA/Festival/MCA/Computer Advance. 6. Issue of CGHS Cards and related matters/Medical Reimbursement. 7. Court Cases/Vigilance clearances. 8. Forwarding of applications for deputation. 9. Deployment of staff on holidays. 10. Work relating to deployment of Polling Parties for Election Duties. 11. Case related to un-authorized absence from duty. 12. Engagement of Consultants 13. Coordination among Estt. Sections in RTI, Misellaneous report/return etc. <p>(S.No. 12 & 13 above incorporated based on the O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)</p>					

SECTION	ESTABLISHMENT-III				
ROOM NO.	511-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23061844	2611	569	23063721	Estt.3section@gmail.com
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. All matters pertaining to the officers belonging to cadre posts of CHS, ISS, OL Services, IES and other organized Central Services, isolated posts of DoHFW and administrative matters of regional offices of Dte.GHS, NML. 2. Routine establishment and administrative matters viz. pay fixation, maintenance of service books, leave accounts, APARs, Conduct Rules and Property returns, grant of advances, RTI, Court Cases, CGHS related matters etc. in r/o all technical posts, ex-Cadre posts and various cadre posts like ISS, ICO&AS, CHS, IIS, IES and SSS etc. 3. Framing and amendment of Recruitment Rules of isolated and ex-Cadre Group A, B & C posts of this Department including Directorate General of Health Services. 4. Appointment/ Recruitment of isolated and ex-Cadre Group A,B & C posts of this Department and Group 'A' posts of Directorate General of Health Services. 5. Cadre matters of technical and ex-Cadre posts of CDB, IWSU, MMU, Director (CGHS), Addl.DG(HQ), ADG (Nursing), Nursing Advisor, DADG/DNA etc. and other ex-Cadre technical Group A, B & C posts. 6. Matters pertaining to RD Cell, RoHFWs, NML, MMU etc. 7. Matters pertaining to 7th Central Pay Commission. 8. Other miscellaneous work like; channel of submission, discontinuation of interviews at junior level posts and furnishing consolidated reports in r/o recruitment rules of this Department etc. 					
Note:-					
(S.No. 1 above incorporated based on the O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)					
All the activities of the Regional Evaluation Team (RET) along with the staff has been transferred to Dte.GHS vide Office Order No. A.11013/8/2014-Estt.I dt. 04.06.2019					

SECTION	ESTABLISHMENT IV SECTION				
ROOM NO.	415-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23062835	-	481		
RESPONSIBLE FOR <ol style="list-style-type: none"> 1. Establishment matters of MTS, Staff Car Drivers, Senior Gestetner Operator, Dispatch Rider, Junior Clerk of Health Canteen and other canteen staff of Health & Family Welfare. 2. Procurement of HR Services. 3. Reimbursement of Newspaper bills submitted by eligible Officers. 4. Issue/Renewal of MHA Photo Pass, Temporary Passes, Issue of Pensioner cards to the officers/officials retired from Department of Health & Family Welfare. 5. Forwarding of application for GPRA through eAwas portal. 6. Purchase of Reference books for official use. 7. Binding work assistance to the offices of Department of Health & Family Welfare. 					

SECTION	Employees Health Scheme Section (CGHS(POLICY) Section renamed as EHS Section vide O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	536-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23062368	-	529	23062368	
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. All Policy matter on Central Government Health Scheme 2. Clarification on CGHS rules and orders issued from this section 3. Full Reimbursement cases under CGHS from different Ministries/Department. 4. Extension of CGHS to semi-Government/Autonomous organisations 5. All parliamentary matters relating to CGHS 6. Matters pertaining to Standing Committee of National Council (JCM), Standing Committee of Voluntary Agencies (SCOVA). 7. All matters relating to CS(MA) rules such as - <ul style="list-style-type: none"> ○ CS(MA) Rules –Clarifications, policies, etc. ○ Matters related to relaxation under CS(MA) rules ○ Empanelment of General Hospitals/Eye Centres/Dental Clinics under CS(MA) Rules. ○ Processing of Treatment Abroad cases under CS(MA) Rules. 8. Central Government Employees and Pensioners Health Insurance Scheme. 					

SECTION	FAMILY PLANNING (FP) – I (POLICY (FW) and NCP Sections merged and renamed as FP – I Sec. vide OM No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	425-C				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061119	-	-	-	policymohfw@gmail.com
RESPONSIBLE FOR					
(Nodal Section for framing of Policy on Family Planning)					
<ol style="list-style-type: none"> 1. Matters related to National Population Policy, 2000 (NPP, 2000) <ul style="list-style-type: none"> • Status on implementation of NPP-review. • Coordination with National Commission on Population, on the implementation of NPP, 2000. 2. Suggestion received on the National Population Policy <ul style="list-style-type: none"> • Examination of submission and suggestions from PMO, VIPs, general public etc. on National Population Policy. • Furnishing of comments on Draft State Population Policies received from the states. 3. Coordination of Parliament Matters on National Population Policy and related issues. 4. Matters related to the Constitution (Seventy-Ninth Amendment) Bill, 1992. 5. Settlement of post closure work pertaining to Jansankhya Sthirata Kosh (JSK). 					

SECTION	FAMILY PLANNING (FP) – II (Family Planning(FP) Section renamed as Family Planning(FP) – II Section vide O.M. No. A.11013/8/2014-Estt.I dt. 19.08.2016)				
ROOM NO.	413-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23063623	2530	521	-	

Nodal Section for implementation of family planning initiatives/interventions -

1. Family Planning strategy formulation
2. FP2020
3. PIP appraisal and approval
4. Parliament Matter
5. RCH reports
6. Flash reports & evaluations
7. Results Framework Document (RFD)
8. Annual Report
9. Matters related to planning commission/ PMO/ Parliamentary committees
10. DMU of PMO
11. Population stabilization matters
12. Quarterly reports (Death/ Complications/ failures) in sterilisation
13. DP engagements
14. NGO engagements
15. BIS,ISO TC 157 (Specification of contraceptives and equipments)
16. VIP references
17. Coordination with international delegations
18. Holding workshops in the states
19. Census analysis
20. Family Planning Training : IUCD, minilap, laparoscopic, (Planning, Monitoring, Rational deployment, Output tracking.)
21. IUCDs: planning, budgeting, scale up
 - a. IUCD 380 A
 - b. Cu IUCD 375
 - c. PPIUCD
22. HMIS : (rigorous monitoring, collation and analysis)
 - a. Service data:
 - i. Web based HMIS; ii NRHM reports; iii State reports (collected by the division)
 - b. Surveys:
 - i. SRS; ii. AHS; iii. DLHS; iv. NFHS
23. Demand estimation and procurement for all contraceptives (Planning, estimation, tracking of supplies and follow up of usage)
24. Court cases
25. Compensation Scheme for death, failure and complication due to sterilization(FPIS)
26. Matter concerned with RTI - CPIO
27. Preparation of Budget proposal (BE/RE/FE)
28. Bid evaluation committee memberships
29. IPC meetings
30. Celebration of World Population Day
31. Celebration of World Vasectomy Day
32. PPP Social Franchising/ Social Marketing
33. RMNCH counselors

34. Technical comments on IEC/BCC: Print/Audio/ video
35. New Contraceptives: Injectables, Female condoms, Infertility
36. Pregnancy testing kits (Planning, estimation, tracking of supplies and follow up of usage)
37. Delivery of contraceptives by ASHAs at doorstep (HDC)
38. Incentivizing ASHAs for counseling eligible couples for delay in first birth and healthy spacing between births (BSB)
39. Expert Group meeting for updating of technical manuals and guidelines
40. Grant-in-aid for conduction of NSV technique (Faculty training and development of centres)
41. Grant-in-aid for conduction of Re-canalisation technique
42. COE (strengthening of male and female re-canalisation centres)
43. Grant-in-aid to IIT Kharagpur for National Centre for technology in Family Planning
44. Grant-in-aid to Indian Medical Association (IMA)
45. RET/PRC
46. National review meeting on family planning programme
47. Monitoring of Quality of Services provided and functioning of quality assurance committee
48. Improving acceptance of family planning methods
49. HFM report
50. SACK, IIT Kharagpur
51. 20 Point Programme
52. CRM related matter
53. Monthly D.O. Letter
54. E-samiksha

SECTION	FOOD REGULATION SECTION (DFQC(Food) Section has been renamed as Foods Regulation Section vide OM No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	541-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23062861	-	-	23062861	fqcmohfw@gmail.com
RESPONSIBLE FOR					
<p>Food Regulations (FR) Section deals with administration of the Food Safety and Standards Act and the Food Safety and Standards Authority of India (FSSAI) established under section 4 of FSS Act 2006 for laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import to ensure availability of safe and wholesome food for Human consumption and for matters connected therewith or incidental thereto. The works of the Section include:-</p> <ol style="list-style-type: none"> 1. Administration of the Food Safety and Standards Act and amendments thereto. 2. Notification of the Food Safety and Standards Rules. 3. Granting approval of the Central Government to FSSAI for issuing notifications on Food safety and Standards Regulations, amendments thereto. 4. Appointment of the Chairperson of the Food Authority 5. Appointment of the part time members of the Food Authority 6. Appointment of ex-officio Members of the Food Authority 7. Release of funds to the Food Authority under Plan Scheme 8. Administration of the FRSL, Ghaziabad 9. Parliament matters including Parliament Questions on food safety and the Food Authority 10. Dealing with VIP references, letters, representations etc., relating to the food safety/standards and Food Authority. 					

SECTION	GENERAL-I SECTION				
ROOM NO.	215-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
		23062790	2572	484	
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Office Accommodation/premises and upkeep/maintenance thereof including modernization of offices, furniture & furnishing; All matters pertaining to Staff car, air-conditioning, electrical items/appliances, provisioning of drinking water, cleaning and sundry items. 2. Procurement, issue, Distribution, Repair and Maintenance of : <ol style="list-style-type: none"> i. Furniture ii. Office equipment including electrical and mechanical appliances and other miscellaneous stores iii. General sanitation items iv. Photo copy paper v. General items (Crocry, Tissue papers, Napkin, duster, towels etc. 3. Telephones- Official and Residential, RAX, DOD- related matters; 4. Staff Car/ Hiring private vehicles; 5. Unserviceable /surplus articles- condemnation and disposal; 6. Housekeeping; 7. Dry cleaning of sofas, chairs, blind, curtains/towels etc.; 8. Photocopying and set making; 9. Supply of water; 10. RTI issues; 11. Flowers arrangement; 12. Contracts for supplies. 					
(S.No. 1 above incorporated based on the O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)					

SECTION	GENERAL-II SECTION				
ROOM NO.	551- A-Wing				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061581	2803	537	23061581	giisection@gmail.com
RESPONSIBLE FOR					
Matters relating to :					
<ol style="list-style-type: none"> 1. All matters relating to procurement [including procurement through Govt. e-marketing (GeM) portal], commissioning and maintenance related to IT, communication and electronic appliances including telephone, internet. 2. Nodal Section for implementation of e-Gov. initiatives (e-office) in DoHFW secretariat. 3. All kinds of Stationery including printed stationery, paper. 4. Printing(Annual Report, DO letter Heads etc.) 					
Note:-					
The work relating to procurement through Govt. e-marketing (GeM) portal has been included vide circular No. U.11019/04/2017-Gen-II dated 12.05.2017.					

SECTION	GRANTS				
ROOM NO.	541-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061731	2642	475	-	-
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Rashtriya Arogya Nidhi(RAN) 2. Revolving Fund under RAN 3. Health Minister's Cancer Patient Fund(HMCPF) under RAN 4. State Illness Assistance Fund(SIAF) 5. Health Minister's Discretionary Grant(HMDG) 6. Auditing of Accounts by Office of the Director General of Audit(Central Expenditure), Filing of Income Tax Return, Maintenance of Accounts of RAN Scheme 7. Rare Disease 					

SECTION	HEALTH PUBLIC ENTERPRISES (HPE) SECTION (NM Section renamed as HPE vide OM No. A.11014/8/2014- Estt.I dated 19.08.2016)				
ROOM NO.	112-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23061217		565		
RESPONSIBLE FOR					
Administrative matters of HLL and its subsidiaries.					
Note:- (The Work related to administrative matters of HSCC has been transferred to Ministry of Housing and Urban Affairs as conveyed by HPE Section vide their OM No. A-45013/06/2018-HPE dated 27.08.2020).					

अनुभाग	हिंदी-I				
कमरा सं०	110-डी				
टेलीफोन नं०/ ई-मेल आईडी	प्रत्यक्ष	चार अंकीय	तीन अंकीय	फैक्स नं०	ई-मेल आईडी
	23063056	2559	229		sectionhindi@gmail.com

निम्नलिखित के लिए उत्तरदायी

- स्वास्थ्य एवं परिवार कल्याण विभाग से संबंधित सामग्री अर्थात् यानी पत्रों, अ.शा. पत्रों, मंत्रिमंडल नोटों, आश्वासनों, परामर्शदात्री समिति के कार्यसूची के मदों और कार्यवृत्तों, स्थायी समिति की सामग्री, बजट निष्पादन की सामग्री, संसदीय प्रश्नों, विलंब विवरणों, मंत्री आदि के भाषणों, बजट, परिणाम बजट, वार्षिक रिपोर्ट आदि का अंग्रेजी से हिंदी में अनुवाद।
- राजभाषा विभाग द्वारा जारी किए गए संबंधित संयुक्त सचिव की अध्यक्षता में राजभाषा कार्यान्वयन समिति (ओएलआईसी) का गठन और इसकी बैठकों का आयोजन।
- वार्षिक कार्यक्रम का वितरण
- हिंदी सम्मेलनों / हिंदी कार्यशालाओं का आयोजन
- इंदिरा गांधी राजभाषा पुरस्कार योजना
- मंत्रालय के संबद्ध एवं अधीनस्थ कार्यालयों और अनुभागों का निरीक्षण
- ओएलआर 1976 नियम 10 (4) के तहत कार्यालयों को अधिसूचित करना और नियम 8 (4) के तहत आदेश जारी करना।
- राजभाषा नीति के कार्यान्वयन से संबंधित अन्य सभी कार्य

SECTION	HINDI-II				
ROOM NO.	109-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23063056	2559	524	-	hindisection2@gmail.com
RESPONSIBLE FOR					
<p>Translation from English to Hindi and vice versa. The material includes Parliament questions, Cabinet Notes, Action Taken Notes, Material for Standing Committee, Outcome Budget, Assurances, Notifications, Delay Statements, Annual Report, DO letters, Routine type of materials received from the Sections of Ministry of Health & FW, etc.</p>					

SECTION	HINDI-III				
ROOM NO.	109-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23062412				hindi3section@gmail.com
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. To translate the material pertaining to the meeting of Parliamentary Standing Committee of this Ministry. 2. To translate the cabinet notes to be sent to Cabinet Secretariat. 3. To translate the material regarding Parliament Sessions, Parliamentary Assurances, Office Orders, Office Memorandum, Recruitment Rules, Annual Reports, Material regarding Budgets, etc. 4. Implementation of Official Language Policy which involve huge file work. 5. Translational works include translation, Vetting, proof reading and typewriting. 					

SECTION	Hospital-I				
ROOM NO.	313-A, D Wing				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
		23061182	2689	473	
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Central Govt. Hospital- Dr. RML/PGIMER including Redeployment Plan and Emergency Care Building of Dr. RML Hospital 2. References/Complaints about Hospital Admn. in general as distinguished from Hospitals and PGIMER 3. Inter Ministerial references relating to the respective and other Hospitals 4. All Health matters and references relating to administration/ establishment including RRs, Other services conditions about RML and PGIMER, including equipment maintenance 5. Central Govt. Hospital-Safdarjung Hospital/ VMMC including Redevelopment Plan and Emergency Care Building of Safdarjung Hospital/VMMC 6. References/Complaints about Hospital Admn. in general as distinguished from Hospitals and VMMC attached to Safdarjung Hospital 7. Inter Ministerial references relating to the respective and other Hospitals 8. All Health matters and reference relating to administration/ establishment including RRs, other service conditions about Safdarjung Hospital and VMMC, including equipment maintenance 9. Matters relating to Sports Injury Centre attached to Safdarjung Hospital 10. All matters relating to LHMC (Transferred from ME-III) 11. All other concerned matters not allocated to Hospital I Section subject to approval of the competent authority, in the Division 12. Any other items of work as assigned from time to time from the senior officers and competent authorities of the Ministry from time to time. 13. The recruitment and personnel matters of nurses of the Central Court. Institutes and Hospitals which are under the purview of Hospital-I Section. 14. Road Safety (O.O. No. I.34011/1/2013-IWSU dt. 14.03.2013) 15. Work related to PPP involving central government hospital will be handled in Hospital Section. However, the work related to PPP Policy and PPP under NHM will be handled in NHM – III (O.O. No. A.22012/02/2015-Estt.I dt. 30.04.2014 & No. Z.18015/13/2015-NRHM-II dt. 06.08.2015) 					

SECTION	Hospital-II				
ROOM NO.	537-B, A-Wing				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061846		507	23061846	Hospital2section@gmail.com

RESPONSIBLE FOR

1. Hospital matters like establishment matter and audit objections relating to UTs with and without legislatures and Dte. of Health Services, Govt. of NCT of Delhi including general matters. Parliament matters, Court cases, creation of posts, UP-gradation of posts/pay scales, revival of posts, Recruitment Rules, representations pertain to States, representations pertain to Union Territories, Senior officers, meeting, Parliamentary Standing Committees, RTI Matters excluding medical education etc.
2. PMNRF empanelment of hospital related work. Representation related to PMNRF, Parliament matters, Court Cases, VIP reference, PMO references, RTI matters excluding medical education etc.
3. Duties relating to patient care Allowance. Inter-ministerial references pertains to HPCA/PCA, Parliamentary reference, RTI matter, VIP references, representations etc.
4. Rural Health and Training Centre. Creation of Posts, Revival of posts, recruitment rules of RHTC, Budget matters, all other Administrative matters, performance Budget, RTI, Parliamentary matters, VIP references, representations etc.
5. All matters relating to Kaya Kalp Guidelines viz. circulation of Guidelines etc., award scheme for tertiary care Hospitals under the Ministry.
6. All matters pertaining of the victims of Sexual Violence and Sexual Assault. (Being handled by senior Consultant/ consultants through Section Officer, Hospital-II with providing logistic support from Section). Circulation of Guidelines & protocols medico-legal care for survivors/ victims of sexual violence to all States, Court Cases, Parliamentary references, RTI matters etc.
7. Matters relating to Hospital Waste Management/Bio medical Waste management, RTI matters, parliamentary matters, Budget matters, various references etc.
8. Trauma & Burns Care Scheme. Budget matters, RTI matters, Parliamentary Matters, parliamentary Standing Committee matters, UCs, Coordination with state Governments, performance Budget, VIP references, PMO references, Audit Para's, Dte.GHS references, Senior Officers meeting various representations, all other Administrative matters etc (Being handled by Senior Consultants/ consultants through Section Officer, Hospital-II with providing logistic support from Section) excluding medical education etc.
9. Vallabh Bhai Patel Institute of Chest, New Delhi. Governing Body meeting, Institute Body meeting SFC/EFC, Annual Report, Budget matters, performance Budget, representations, all other Administrative matters, grant-in-aid excluding medical education etc.
10. KHS, Wardha. Governing Body meeting, Institute Body meeting, SFC/EFC, Annual Report, Budget matters, performance Budget, representations, Grant-in-Aid, Laying of Annual reports excluding medical education etc.
11. Court cases pertain to University College of Medical Sciences and GTBH (various Court Cases, references etc.)
12. Any other matters not specifically allocated to Hospital-II section, subject to approval of the competent authority in the Division.
13. Any other items of work as assigned from time to time from the senior officers and competent authorities of the Ministry from time to time.

SECTION	INTEGRATED FINANCE DIVISION				
ROOM NO.	314-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061954 US(FIN-I) 23061836	-	469	-	-
RESPONSIBLE FOR					
<p>US(FIN.I)</p> <ol style="list-style-type: none"> 1. All procurement matters (excluding that of NACO) 2. PMSSY 3. IEC (including activities under various programmes) 4. Emergency Medical Relief. 					
<p>US(FIN.II)</p> <ol style="list-style-type: none"> 1. IH/IC Division- (Contribution to International Bodies, Deputation abroad). National & International Conferences. 2. Vaccine Institute (PII Coonoor, BCG Lab Guindy, IVC Chengalpattu, CRI, Kasauli). 3. TB Control Programme (including NTI, Bangalore), 4. IDSP. 5. National Vector Borne Disease Control Programme. 6. Leprosy Eradication Programme 7. MH Division/MS Division/Hospital Division (RML, SJH, LHMC), Family Planning Division. 8. ME Division (PGIMER Chandigarh, NBE, JIPMER, Puducherry, AIIMS, New Delhi, NIB, Kasturba Health Society, VPCI), 9. FSSAI (PFA & Drugs), Indian Pharmacopeia Commission. 					
<p>US(FIN.III)</p> <ol style="list-style-type: none"> 1. Establishment matters of Department of Health & Family Welfare & Dte.GHS alongwith its subordinate offices viz., NCDC, APHO/PHO, MMU, NML, CHEB, CBHI, AIIH&PH- Kolkata, MSO 2. CGHS/CHS Division/CSMA matter 3. NE Division (NEIGRIHMS, RIMPS, GMC), 4. PMS/Nursing Divisions 5. National Mental Health Programme (including all institutions-NIMHANS-Bangalore, CIP, Ranchi etc.) 6. Training Division/NIHFW. 7. NGO Division/Grants Division/ PNDT Division. 8. Statistics Division/IIPS, Mumbai. 					
<p>US(FIN.IV)</p> <ol style="list-style-type: none"> 1. NACO (including procurement) 2. Programme for control of Diabetes, Cancer & Cardiovascular Diseases 3. Blindness Control Programme 4. Deafness Control Programme 					

5. Tobacco Control Programme
6. Programme for control of Leptospirosis
7. National Programme for Control of Fluorosis
8. Organ Transplant Programme
9. PRC Matters/Health Surveys including Annual Health Survey/ SIFPSA.

US(FIN.V)

1. NRHM(Mission flexible pool, RCH flexible pool, routine immunization programme, Pulse Polio Immunization).
2. NUHM
3. National Iodine Deficiency Disorder Control Programme.
4. National Programme for Health Care of Elderly
5. Trauma Care Centres, Burn Injury Centre.
6. Administrative matters of HLL/HSCC
7. Prevention & Control of Human Rabies.
8. Tele-medicine
9. New Programme

SECTION OFFICER(FINANCE)

1. Deptt. of AYUSH
2. Department of Health Research (including ICMR).
3. Coordination

SECTION	IMMUNIZATION (CC&V (COLD CHAIN & VACCINES) has been renamed as Immunization Section vide OM No. A.11013/8/2014-Estt.I dt. 19.08.2016)				
ROOM NO.	107-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23063393	-	-	-	riindia2015@gmail.com
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Cold Chain, Syringes & Needles – Assessment of requirement Statewise/District-wise, allocation and monitoring of supply, maintenance, take over product indigenization, meetings, adjustment sanction. 2. Vaccine assessment of requirement, allocation and monitoring of supply to the states, meetings, adjustment sanction, hiring of cold storage at MSDs. 3. All technical references relating to above. 4. Audit & all financial matters relating to above like cost adjustment, budget, and release of funds. 5. Human Rights matters. 6. Liaison with manufacturers. 7. Release of funds for handling charges to MSDs. 8. Briefs on vaccines, material for Cabinet 9. Matters regarding testing of vaccines. 10. Coordination with Deptt. Of biotechnology. 11. Training on Cold Chain and maintaining relating matters- NCCVMRC & NCCRC 12. Immunization Strengthening Project. 13. Examination of proposals received under adolescent Health Project. 14. National Technical Committee on Immunization 15. RTI matters on the subject allotted to the Section. 16. Parliament matters on the subject allotted to the Section. 17. Grievances on the subject allotted to the Section. 18. VIP references. 19. Court cases on the subject allotted to the Section. 20. Examine proposals for new technologies in cold chain & ISC. 21. Newer Technology/new innovation in Immunization. 22. Introduction of newer vaccines. 23. AEFI 24. Framing /revising technical specification of cold chain equipment 25. Preparing indents of cold chain equipment 26. Monthly reports 27. Monitoring of NCCMIS 28. Part C of PIPs 29. Strategic Communication & Demand Generation under Immunization. 30. Health System Strengthening project under Gavi support. 31. Coordination with donor agencies like UNICEF, WHO, GAVI, ICMR, INCLIN etc. for procurement of Cold Chain items, Polio Vaccines under Pulse Polio Programme and Pentavalent vaccine 					

SECTION	INI-I				
ROOM NO.	509-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061516	-	510	23061516	Medical_education@ymail.com
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. All administrative matters pertaining to (AIIMS), New Delhi 2. Appointment of Senior Administrative Post i.e. Director, Deputy Director (Admn.) Sr. Financial Advisor etc. of AIIMS, New Delhi 3. Framing of budget proposals - Including Performance Budget, Gender Budget, Outcome/Outlay Budget etc and release of Grant-in-aid, RTI matter, and court cases to AIIMS, New Delhi 4. Laying of Annual Reports, Audited Statement of Accounts on the Table of Houses of Parliament of AIIMS, New Delhi. Standing Finance Committee, Governing Body and Institute Body meetings of AIIMS, New Delhi. 5. Department Related Parliamentary Standing Committee matters, Court Cases, CAG Para, Parliament Question Assurances, Creation of Post, Seniority fixation matter. 6. Nomination of Hon'ble HFM as a member of Institute and President of AIIMS, New Delhi, nomination of Secretary (HFM) and Additional Secretary & Financial Advisor as a member of Institute Body of AIIMS, New Delhi 7. Preparation of Cabinet Committee on Economic Affair (CCEA) and Cabinet note for establishment of New Centre in AIIMS, New Delhi 8. The recruitment and personnel matters of nurses of the Central Court. Institutes and Hospitals which are under the purview of INI – I Sec. (O.O. No. A.11013/8/2014-Estt.I dt. 06.01.2016) 					

SECTION	INI-II				
ROOM NO.	509-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061516	-	510	23061516	ini2section@gmail.com

RESPONSIBLE FOR

Work related to Post Graduate Institute of Medical Education & Research, Chandigarh

- (i) Creation of posts.
- (ii) Court Cases.
- (iii) Parliament Standing Committees.
- (iv) Governing Body meeting.
- (v) Institute Body meeting.
- (vi) SFC/EFC.
- (vii) Recruitment Rules.
- (viii) Annual Report.
- (ix) Administrative matter.
- (x) Grants-in-Aid.
- (xi) Budget related matters.
- (xii) VIP/PMO/RTI matters related to PGIMER.
- (xiii) Cabinet Notes/CCEA notes/EFC notes.
- (xiv) Other Miscellaneous matters.

Work related to Jawaharlal Institute of Postgraduate Medical Education and Research, Puducherry.

- (i) Creation of posts.
- (ii) Court Cases.
- (iii) Parliament Standing committees.
- (iv) Governing Body meeting.
- (v) Institute Body meeting.
- (vi) SFC/EFC.
- (vii) Recruitment Rules.
- (viii) Annual Report.
- (ix) Administrative matter.
- (x) Grant-in-Aid.
- (xi) Budget related matters.
- (xii) VIP/PMO/RTI matters related to JIPMER.
- (xiii) Cabinet Notes/ CCEA notes/EFC notes.
- (xiv) Other Miscellaneous matters.

Note:-

(Work relating to GMCH, Chandigarh was transferred to Hospital-II Section vide OM No. A-11013/08/2014-Estt.I dated 06.10.2016).

SECTION	INTERNATIONAL COOPERATION (IC) SECTION				
ROOM NO.	648-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061945	-	495	23061945	soic-mohfw@nic.in
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Drafting and finalization of bilateral Agreements/MoUs with foreign countries in the field of Health and Medicine, including making arrangements for signing ceremonies, meetings of Joint Working Group (JWG)/workshop, etc. 2. Processing of miscellaneous references received from the M/o External Affairs and other Central Government Ministries/Departments (D/o IPP/ D/o Commerce, etc.) for comments/ inputs on bilateral/ multilateral matters. 3. Processing of references received from M/o Home Affairs (MHA) for comments/ inputs on applications of Indian organizations/ NGOs working in the field of health sector, in connection with receiving of financial contribution from foreign donor agencies under FCRA Act, 2010. 4. Processing of references received from D/o Economic Affairs (DEA) for comments/ inputs on applications of foreign organizations /NGOs working in the field of health sector, in connection with opening of Liaison Offices/ Branch Offices in India. 5. Processing of references received from M/o External Affairs (MEA)/ Indian & Foreign organizations/ other countries on invitations extended to HFM/ Secretary/ other officers for participation in Conferences/ Seminars/ Meetings/ Workshops abroad. 6. Collaborative programme with neighbouring countries undertaken through M/o External Affairs. 7. References received from the M/o External Affairs on South Asian Association of Regional Cooperation (SAARC) matters relating to Health sector, including hosting of meetings/ seminars/ workshop, etc. 8. Processing of applications received from institutions/ universities/ organizations for grant of permission/ approval on holding/ organizing of International Meetings/ Conferences/ Seminars/ Workshops (other than those organized by WHO) in India. 9. Cultural Exchange Programme of ICCR, M/o External Affairs. 10. References received from D/o Economic Affairs on State Health System Development projects with financial assistance (loan/ grant) by World Bank. 11. Foreign Investment Promotion Board (FIPB) matters received from the D/o Economic Affairs (DEA) and the D/o Industrial Policy & Promotion (DIPP). 12. India-Nepal collaboration projects (i) B.P. Koirala Institute of Health Sciences (BPKIHS), Dharan, Nepal- all aspects, including implementation of project/agreement to administer and manage the facilities set up; and (ii) setting up of Emergency Trauma Centre (ETC) at Bir Hospital, Kathmandu, Nepal. 13. India-Maldives collaboration project for setting up of Indira Gandhi Memorial Hospital (IGMH) at Male, Maldives, including finalization & implementation of the agreement, recruitment of faculty, etc. 14. Processing of applications and issue of Statement of Need (SON) Certificate and Exceptional Need Certificate (ENC) to Indian students for higher studies/ training/ fellowship in medical fields under J-1 visa regulations of USA and similar applications received for other countries. 15. Processing of applications of Indian students of over 65 years of age as on date of 					

- application for issue of No Obligation of Return to India (NORI) Certificate/ Waiver Certificate under J-1 visa regulations of USA.
16. Processing of applications from Indian organizations/ NGOs working in the health sector, requesting recommendations for exemption of import duty on free supplies/ gifts from foreign donor organizations/ agencies.
 17. Matters pertaining to Health Ministry's Screening Committee and other collaborations for research with international organizations/ agencies received from Indian Council of Medical Research (ICMR), D/o Health Research.
 18. Processing of proposals relating to official foreign visits of Health Minister/ Senior Officers of the MoHFW to attend/ Participate International Conferences/ Seminars/ Workshops/ Meetings, etc., in connection with health sector programme (**other than WHO programmes**), including obtaining of political clearance from MEA, FCRA clearance from MHA, Screening Committee of Secretaries (SCoS) clearance, IFD approval, and PMO clearance, etc.
 19. Issue of approval/ technical clearance on official visits of Health Ministers/ Senior Officers of State Governments/ UT Administrations to attend International Conferences/ Seminars/ Workshops/ Meetings, etc.
 20. Processing of proposals received from other countries/ forwarded by the M/o External Affairs related with arranging visit of VIPs/delegations of other countries to India for meetings/ visits to Indian hospitals/ medical institutions, State Government departments, etc.
 21. Processing of applications for issue of permission to Central Health Services (CHS) cadre doctors/ officers/ technical officers & scientists working in Dr. RML Hospital, Safdarjung Hospital, LHMC, other Central Government medical conference/ seminar/ workshop/ meeting, etc. in other countries where no expenditure devolves on the part of the GoI, including obtaining of political clearance from MEA, vigilance clearance & FCRA clearance (where applicable).
 22. Processing of applications received from Central Health Services (CHS) cadre officers (including technical officers and scientists under the Dte. GHS) for grant of financial assistance with upper limit of Rs. 1,00,000/- (On Lakh) on reimbursement basis under CHS Grant-in- Aid Scheme for attending conference/ seminar/ workshop/ meeting, etc. in other countries, including issue of permission- as detailed in Sl. No. 23 above.
 23. Processing and settlement of reimbursement claims/ bills of CHS cadre officers with reference to Sl. No. 24 above, under CHS Grant-in-Aid Scheme.
 24. Forwarding of applications of CHS cadre doctors/ nursing staff working in Central Government/ State Government hospitals/ medical institutions, and other officer working under the M/o H& FW to M/o External Affairs for Haj Duty in Saudi Arabia on temporary deputation basis and other issues related to Haj Pilgrimage.
 25. Matters related to Parliament Questions/ Parliament Assurances.
 26. Budget proposals – preparation of BE and RE in respect of IC/IH Sections.
 27. All Fellowship programmes for training abroad (**other than WHO fellowships**) in respect of Medical professionals.
 28. Issue of No Objection Certificate (NOC) to foreigners for visiting India under various health programmes through the Indian Council of Medical Research (ICMR).
 29. Technical approval of foreigners to visit hospitals/ health institutions within India.

(Work relating to "Customs Duty Exemption" has been transferred to Drugs Division (Drugs Regulation Section) (DoHFW) vide OM No. L.20027/1/2013-IC dated 21/11/2016.)

SECTION	INTERNATIONAL HEALTH (IH)				
ROOM NO.	648-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23061220	-	504	23061220	Soih-mohfw@nic.in
RESPONSIBLE FOR					
<p>I. Matters relating to World Health Organization (WHO) – IH Division is nodal division for all WHO matters which include –</p> <ol style="list-style-type: none"> 1) WHO's Nodal functions <ul style="list-style-type: none"> • World Health Assembly • Executive Board Meeting • Consultative Committee for Programme Development and Management (CCPDM) • Regional Committee Meeting • Health Ministers Meeting • Health Secretaries Meeting • Membership of India in various WHO Committees 2) GOI/WHO Biennium work plan 3) GOI's contribution (Regular and Voluntary) to World Health Organization. 4) World Health Organization funding under country budget/extra budgetary sources. 5) Implementation and organizing the various activities with WHO assistance. 6) Matters relating to financial assistance from World Health Organization to various activities Planned / unplanned. 7) Appointment of contractual staff under World Health Organization funding. 8) World Health Organization Research Training Grant 9) Nominations of Technical Experts / Senior Officers to attend various World Health Organization meetings /seminars/training programmes/ expert bodies/working groups. 10) World Health Organization Fellowships <ul style="list-style-type: none"> ▪ Training of Indian health personnel abroad ▪ Training of Indian health personnel within country ▪ Foreigners' placement under World Health Organization Fellowship programme <p>II. International Health Regulations</p> <p>III. International /National Sanitary Regulations</p> <p>IV. Matters relating to Port/Airport Health Organizations including Port/Airport Quarantine.</p> <p>V. UN and its other specialized agencies other than World Bank</p> <p>VI. Bilateral assistance (except the World Bank)</p> <ul style="list-style-type: none"> ▪ Through Japan International Co-operation Agency (JICA) ▪ Training programmes for health professionals under JICA 					

SECTION	INTERNAL WORK STUDY UNIT (IWSU)				
ROOM NO.	504-D & 511-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
		23062796	-	440	
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Preparation of Induction Material of the Ministry. 2. All work relating to O&M in the Ministry. 3. Ensuring preparation or review of record retention schedules concerning substantive functions of the Ministry by the concerned sections and furnishing guidance thereafter as necessary. 4. Scrutiny of monthly reports of arrears relating to recording, indexing, weeding out of files and suggesting remedial action required. 5. Undertaking work measurement studies etc., including study on request for creation of posts received from other Sections/Divisions attached and subordinate offices of the Ministry etc. 6. Assisting Staff Inspection Unit in work measurement studies. 7. Preparing brochure on level of disposal of various cases in the Ministry. 8. Preparing brochure on time limit for disposal of various cases in the Ministry. 9. Drawing up of programme of inspection of Sections, scrutiny of Inspection reports, locating the more common or serious defects with a view to suggesting appropriate remedial action. 10. Report to Department of AR&PG on O&M matters. 11. Reports of the Administrative Reforms Commission, SIU- their processing, implementation and transfer to the section concerned. 12. Periodic O&M meetings. 13. Allocation of disputed receipts in the Ministry. 14. Organisation Chart of the Ministry. 15. Matters relating to Manual of Office Procedure. 16. Allocation of work among the Section/Desk in the Ministry. 17. Allocation of Business Rules/Transactions of Business Rules. 					
Note:-					
<p>The work relating to Annual Action Plan has been transferred to Bureau of Planning (BoP) Division vide Office Order No. Z.15011/01/2018-IWSU(P) dated 10.07.2018</p>					

SECTION	MASS MAILING UNIT				
ROOM NO.	5, Kotla Road, New Delhi-110002				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23231666, 23234138	-	-	23231666	-
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Keeping mailing address of all H&FW unit in the country and other concerned organisation and updating them on regular basis 2. Preparation of mailing labels as per the need of mailing of Health & Family Welfare material. 3. Packing of Health & Family Welfare publicity material in packets and gunny bundles. 4. Pre-processes of mailing of the health & family welfare publicity material for mailing through Un-registered (URP) and Express Parcel Post (EPP) by post office. 5. Procurement of packing material, store management and supplying them to packing unit at concerned manpower for packing and pre-process of mailing. 6. Organising distribution of mailing through postal department, rail/ road transport as per the contingencies of health & family welfare programmes. 7. Helping IEC Division in organisation of exhibitions, health melas etc. in Delhi and outside locations. 8. Co-ordination with day to day work with post office, MCD, Electrical authorities, CPWD, MTNL and officers and concerned sections of the Ministry. 9. Monitoring the work of hired agencies for rush jobs of packing of health & family welfare publicity material. 10. Office Management of MMU Manpower. 11. Evaluation & audience analysis of health & family welfare publicity material and feed back to senior officers. 12. Other work assigned by HFM, Secretary (H&FW) and other senior officers of the Ministry of Health & Family Welfare. 					

SECTION	MATERNAL HEALTH (MH) (JSY Section has also been merged with MH Section vide O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	507-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061898	2620	514	-	-
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Maternal Health Activities including matters relating to EmOC Training, SBA Training, MTP Act. 2. Settlement of UCs for grants released under maternal health activities and training of MBBS doctors in anaesthesia. 3. Release of grants-in-aid to States/UTs and other organisations under National Iodine Deficiency Disorders Control Programme(NIDDCP). 4. Parliament matters related to Maternal Health, NIDDCP. 5. Release of grants for maintenance etc. and settlement of grants thereof and booking of Holiday Home. 6. ARSH related activities. 7. RTI matters related to above subjects. 8. Court Cases on above matters. 9. VIP References, letters, other administrative works. 10. Office Orders, Meeting Notice, D.O letters to States & Others administrative works. 11. All matters relating to implementation and monitoring of Janani Suraksha Yojana(JSY). 					
(S.No. 11 above incorporated based on the O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)					

SECTION	MEDICAL EDUCATION(POLICY)SECTION				
ROOM NO.	537(B) - A-Wing				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
		23061846	2591	507	23061846
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Indian Medical Council Act, 1956 and amendments therein, Regulations under IMC Act, State Medical Council Acts. 2. Indian Medical Council Rules, 1957. 3. Indian Medical Degree Act, 1916. 4. Election/Nomination of members of the Medical Council of India. 5. Recognition/De-recognition of Medical qualifications/Medical Colleges abroad. 6. Regulations of MCI on Under-Graduate, Post-Graduate Medical Education in India. 7. Minimum qualifications for appointment as teacher in Medical Colleges (Teachers Eligibility Qualification). 8. Post-Graduate Medical Education Committee, Executive Committee of the MCI and other Committee under MCI. 9. Medical Professional Conduct, Etiquette and Ethics. 10. Grants-in-aid to MCI, Budget/Annual Reports/Audit Reports of MCI. 11. Practice by quacks, complaint against doctors. 12. State Legislation regarding Medical Councils. 13. Continuing Medical Education Programme including donation of equipments through MCI. 14. CVO report of MCI. 15. Screening Test Regulations. 16. The Establishment of New Medical Colleges regulation. 17. International Coordination in respect of Medical Education. 18. B.SC (CH) Course. 19. Matter relating to bridge course of AYUSH doctors. 20. Policy matters in respect of Medical Education of India. 21. Election/Nomination of members of Governing Body of the National Board of Examination. 22. Grants-in-aid to NBE, Budget/Annual Reports/Audit Reports of NBE. 23. Administrative and Vigilance matters of NBE. 24. Court Cases of NBE. <p>(The work of National Academy of Medical Sciences (NAMS) has been transferred to Training Section Vide Office Order No.A.11013/8/2014-Estt.I dt. 19.08.2016)</p>					

SECTION	MEDICAL EDUCATION-I (ME-I)				
ROOM NO.	539-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23063172			23063172	Verma.rajeev80@gov.in
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Establishment of new medical colleges and increase/renewal of MBBS seats u/s 10A of IMC Act,1956. 2. Standing/ Increase of PG seats (Diploma/Degree/Super-Speciality) in various medical colleges of country u/s 11(2) of IMC Act 1956 3. Recognition of UG & PG medical courses u/s 11(2) of IMC Act, 1956 4. Exemption to Govt. Medical Colleges to start PG course without the provision of UG course in the college 5. Matters related to above allocated work (i.e. PQs, RTIs, Court Cases, VIP references etc) 					

SECTION	MEDICAL EDUCATION – II (ME-II)				
ROOM NO.	539-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
		23061182	2508		23063172
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Allocation of Central Pool MBBS/BDS seats to States/UTs without medical/dental colleges and Ministry of Defence, External Affairs, Home Affairs, Human Resource Development etc. 2. Allocation of Central Pool MDs seats to States/UTs without MDS teaching facility. 3. Allocation of Post Graduate Medical Seats to Foreign National Students from the Central Pool maintained by M/o H&FW. 4. Central Sponsored Schemes for “Strengthening and up graduation of State Govt. Medical Colleges for starting new Post Graduate (PG) disciplines and increasing PG seats”. 5. Central Sponsored Schemes for “Establishment of new medical colleges attached with existing District/Referral Hospital”. 6. Central Sponsored Scheme for “UP graduation of existing State Govt. Central Govt. medical colleges to increase MBBS seats in the country”. 7. Convening TEC and EC meeting to identify and approve the districts in states for establishment of new medical colleges, increasing PG and UG seats in respect of the above three schemes. 8. All budgetary and financial matters related to above schemes. 9. Grant of permission to foreign national students to undergo elective training in various medical institutions in India. 10. Grant of NOC to private medical/dental colleges to admit foreign/NRI students in MBBS/BDS/MD/MS&MDS courses. 11. Grant of NOC to foreign national students for appearing in the PG Entrance Examination being conducted by AIIMS & PGIMER Chandigarh twice in a year (January & July Session). 12. All India UG/PG Entrance Examination conducted by CBSE and NBE/AIIMS respectively- Policy matter relating thereto. 13. Grant of temporary permission to foreign doctors to practice medicine in India. 14. To deal with Court Cases filed in the Supreme Court and High Courts relating to admission of students at UG/PG level medical courses. 15. Dealing with miscellaneous references viz. Complaints, RTI requests etc. 16. To deal with VIP references relating to Central Pool and Central Sponsored Schemes. 17. Various Parliamentary matters including Parliamentary assurances/questions relating to above schemes. 18. Dealing with miscellaneous references like RTI references, complaints, etc. relating to the schemes. 					

SECTION	MEDICAL SERVICES (MS) SECTION				
ROOM NO.	313-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061313	2531	516	23061313	So2ms-mohfw@nic.in
RESPONSIBLE FOR					
<p>1. (i) Medical Examination. (ii) Treatment abroad. (iii) JCM Matters and follow up action. (iv) Private Member Bills, Parliament Question, Assurances, RTI, Grievances, Court cases etc. related to above mentioned subjects.</p> <p>2. (i) Euthanasia/ Mercy Killing. (ii) IRCS. (iii) St. John's Ambulance. (iv) Private Member Bills, Parliament Questions, Assurances, RTI, Grievances, Court cases etc related to above mentioned subjects.</p> <p>3. (i) Transplantation of Human Organs and Tissues Act 1994 and Rules thereunder. (ii) Appeal Cases in respect of Organ Transplantation. (iii) National Organ Transplant Programme. (iv) Clinical Establishment Act 2010 and Rules thereunder. (v) National Advisory Board for Standards in respect of CE Act. (vi) Establishment of Health Facilities to promote Medical Tourism. (vii) Budget Related to above schemes. (viii) Private Member Bills, Parliament Questions, Assurances, RTI, Grievances, Court cases etc related to above mentioned subjects.</p> <p>4. Sex Change (Order No. I.34011/1/2005-IWSU dated 10.01.2006)</p> <p>(CS(MA) Rules transferred to CGHS(P)(i.e. Employees Health Scheme Section) and Institute of Serology, Kolkata transferred to Vaccine Institute Section vide O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)</p>					

SECTION	MENTAL HEALTH SECTION (Separated from erstwhile PH-I Section vide O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	408-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23062868	2779	659	-	mentalhealth.mohfw@gmail.com
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1 Mental Healthcare Act, 2017 2 Central Mental Health Authority 3 National Mental Health Programme. 4 Natinal Institute of Mental Health and Neuro Sciences, Bangalore. 5 Central Institute of Psychiatry, Ranchi. 6 Lokpriya Gopinath Bordoloi Regional Institute of Mental Health, Tezpur, Assam. 					

SECTION	NACO (ADMINISTRATION & PROCUREMENT)				
ROOM NO.	9 th Floor, West Wing, Chanderlok Building, 36, Janpath, New Delhi-110001				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23351716	-	942	23731746	-
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Cadre/Service matters of all regular officers of the Under Secretaries and above in NACO. 2. Look after of Parliament & Coordination Work. 3. Processing of advance cases of LTC/HBA/CEA other advance for regular staff. 4. Award of AMC for various services in NACO Local purchase and payment of contingency bills. 5. Processing foreign deputation cases and RTI matters. 6. Maintenance of Building, ACs & Furniture, IT related and any other administrative problems. 7. Maintenance of Staff Cars. 8. Dispose of waste material and assets. 9. Processing of various kinds of bills related to administrative department. 10. RTI matters, Parliamentary work, VIP references and Public Grievances. 11. Booking and processing of Air tickets of Officers/Officials of NACO. 12. Receiving and issuing the Dak to various offices. 13. Processing of Medical bills of individuals/ Hospitals. 14. Technical and Financial evaluation of the Bid Evaluation Report. 15. Coordination with procurement Agent during entire procurement cycle. 16. Supporting program divisions of NACO in procurement related matters. 17. Direct procurement of Goods & Services. 18. Monitoring, reporting and provide oversight to the stock position of various items. 19. Implementation of online web based application. 20. Provide procurement training/ mentoring to Procurement Officers in States under State AIDS Control Societies (SACS). 21. AMC/CMC of the equipments procured through NACP II & III. 22. To strengthen the Supply Chain Management (SCM) system. 					

SECTION	NACO (Finance Division)				
ROOM NO.	6 th Floor, west wing, Chanderlok Building, 36, Janpath, New Delhi-110001				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	43509953		953	23061212	-
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Financing 2. Building 3. Auditing 4. Releases 5. Release to states and monitoring. 					

SECTION	NCD – I SECTION				
ROOM NO.	647-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23061945	2583	348	23061945	<u>ncdcellmohw@gmail.com</u>
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. NPCB – National Programme for Control of Blindness 2. NPHCE – National Programme for Health Care of the Elderly 3. NOHP – National Oral Health Programme 4. NPPCF - National Programme for the Prevention and Control of Fluorosis 5. NPPCD – National Programme for Prevention and Control of Deafness 6. All India Institute of Speech and Hearing (AIISH), Mysuru. 7. All India Institute of Physical Medicine and Rehabilitation (AIIPMR), Mumbai <p>(S.No. 5, 6 & 7 above incorporated based on the O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)</p>					

SECTION	NCD-II Section (Erstwhile Cancer Research Sec.) (Name changed from Cancer Research Section to NCD-II Section vide OM No. A.11013/8/2014-Estt.I dt. 19.08.2016)				
ROOM NO.	104-D & 647-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	<u>Room No. 104-D:</u> 23061209	2561	550	23061209	
	<u>Room No. 647-A:</u> 23063429	2583	348	23063429	

RESPONSIBLE FOR

All matters related to Cancer component of National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS):

1. Administrative matters relating to existing campus of Chittaranjan National Cancer Institute, Kolkata as well as the 1st Phase of development of second campus of Chittaranjan National Cancer Institute at Rajarhat, Kolkata.
 2. Grant-in-aid to Chittaranjan National Cancer Institute, Kolkata
 3. Grant-in-aid to eligible State Cancer Institute (SCI) and Tertiary Cancer Centre (TCC) under the Strengthening of Tertiary Care of Cancer scheme of NPCDCS.
 4. RTI matters.
 5. Parliamentary Matters including Parliament Questions, Calling Attention motion, matter raised under 377 and Zero hour of the Parliament, Assurances and Laying of Annual Reports and Audited Accounts of Grantee Institutions in both the Houses of Parliament.
 6. Payment of Membership fee of India to IARC, Lyon, France.
 7. Budget Estimate/Revised Estimate Statement/Replies to Questionnaire of Parliamentary Standing Committee etc.
 8. Annual Plan/Five Year Plan/Result Frame Work Document.
 9. EFC Note/CCEA Note of the schemes under NPCDCS.
 10. References from VIP/Member of Parliament.
 11. Settlement of Utilization Certificates of the Grant-in-aid released to the Medical Colleges/Hospitals of the State Governments.
 12. Monthly/Weekly/Other Reports.
 13. Release of Grants-in-aid to the eligible States under NCD Flexi Pool.
 14. Court Cases of Chittaranjan National Cancer Institute, Kolkata.
 15. Court Cases (Others).
 16. National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Disease and Stroke (NPCDCS)
 17. Chronic Kidney Disease.
 18. Palliative Care (O.O. No. I.34011/1/2013-IWSU dt. 14.03.2013)
 19. Chronic Obstructive Pulmonary Diseases (COPD)
 20. Rheumatic Heart Diseases (RHD) and
 21. Affordable Medicines and Reliable Implants for Treatment (AMRIT) pharmacy.
- (S.No. 16 & 17 above incorporated based on the O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)

(Note: Matters related to Sickle Cell, Thalassemia, Haemophilia and other blood disorders will be dealt by NCD Division of Dte.GHS. And matters relating to Bone Marrow Registry shall also be handled by Dte.GHS. Office Order No. A-48012/01/2014-Estt.I dated 29.05.2015)

SECTION	NORTH EAST SECTION				
ROOM NO.	425-C				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061119	3256	651	23061119	nesectionmohfw@gmail.com
RESPONSIBLE FOR					
<p>North East Division deals with all administrative matters related to three institutes namely –</p> <ol style="list-style-type: none"> 1. North Eastern Indira Gandhi Regional Institute of Medical Sciences(NEIGRIHMS) 2. Regional Institute of Medical Sciences(RIMS) 3. Regional Institute of Para Medical and Nursing Sciences(RIPANS), Aizwal <p>Located in the North Eastern States of Meghalaya, Manipur, and Mizoram respectively.</p> <p>(The recruitment and personnel matters of nurses of the Central Govt Institutes and Hospitals which are under the purview of North East Section. (O.O. No. A.11013/8/2014-Estt.I dt. 06.01.2016))</p>					

SECTION	NHM-I				
ROOM NO.	526-C				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23063426	-	558,558		nrhmmone@yahoo.com
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. State's Programme Implementation Plans (PIP) of all States/ UTS (except NE States) and coordination NPCC Meetings 2. National Health System Resource Centre (NHSRC) Administrative & Financial Matters. 3. Intersect oral Convergence 4. Mainstreaming of various programmes of AYUSH under NRHM 5. Thematic Areas Under National Rural Health Mission (NRHM):- Drugs & Warehouses, Community Monitoring. AGCA, ASHA, United Funds, AMG, Village Health Sanitation Committee (VHSNC), Rogi Kalyan Samiti (RKS), Universal Health Coverage, LWE & Tribal Area Plan, District Planning, District Hospitals and High Priority Districts. 					

SECTION	NHM-II				
ROOM NO.	510-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23062998	3234	560	23062998 (Tele Fax)	healthmission@nic.in

RESPONSIBLE FOR

1. All coordination work relating to meetings under NHM with other Ministries.
2. All VIP references including NITI Aayog and Prime Minister Office.
3. Correspondence with States, Annual Report, Performance audit, RTI matters.
4. Empowered Programme Committees (EPC), Mission Steering Group (MSG), Common Review Mission (CRM)
5. Matters related to District/City Level Vigilance & Monitoring Committee/DISHA
6. Outcome Budget on components under National Health Mission (NHM).
7. Quarterly MIS Data Sheet compilation of Physical & Financial Progress under NHM.
8. Analysis of Quarterly MIS Data received from States/UTs.
9. EFC note for continuation of NHM – from 1-4-2017 to 31-3-2020.
10. Cabinet note on Progress Under NHM.
11. Inputs in respect of various activities/ATR of other divisions of this Ministry/other Ministries of GOI.
12. Annual Report pertaining to NHM.
13. Framework for implementation of National Health Mission (NHM).
14. RTI matters on the subject mentioned above.
15. AGCA related financial matters related to claims of bills thereof.
16. Correspondence with NGOs/Voluntary Organizations.
17. 20 Points Programme Managements Unit/State Programme management Unit of NHM.
18. Parliament related matters, Parliamentary Standing Committees.
19. Prime Minister Reconstruction Plan 2004 in respect of J&K.
20. Maintenance, management and updation of NHM website.

SECTION	NHM-III				
ROOM NO.	425-C				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23062869	-	-	-	nepip12@gmail.com
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Appraisal and approval of Annual National Health Mission (NHM) Programme Implementation Plan (PIP) of the North-East States and their Supplementary PIP and Record of Proceedings (RoP). 2. Examination of Audited Statement of Accounts and settlement of Utilization Certificates against the funds released under Forward Linkage Scheme (FLS) to the NE States upto FY 2018-19. 3. Appraisal of various healthcare project proposals/issues received from Ministry of DoNER, North Eastern Council, Ministry of Minority Affairs, Ministry of Home Affairs, etc. in respect of NE States. 4. Appraisal of various healthcare project proposals/issues received from Department of Border Management. 5. Appraisal of health proposals received from IH/IC Division of MoHFW relating to NE States regarding foreign assistance from World Bank, Japan International Cooperation Agency (JICA) and Asian Development Bank etc. 6. Matters pertaining to NHM thematic areas- Mera Aspataal, Swatch Swasth Sarvatra (SSS) & FRU Operationalization. 7. Disposal of VIP references, PMO References, Public Grievances, etc. relating to implementation of NHM Programme in NE States. 8. Routine Miscellaneous jobs i.e. RTI, Parliament Questions, Annual Report, compilation and submission of monthly statements, audit paras relating to Forward Linkage Scheme, etc. 					

SECTION	NHM IV				
ROOM NO.	542-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23062848	2786	517		nrhmivsection@yahoo.in
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Processing and seeking approval for the Programme Implementation Plan(PIPs) in respect of the UTs of Andaman & Nicobar Islands, Chandigarh, Daman & Diu and Dadara & Nagar Haveli, Delhi, Lakshadweep and Puducherry. 2. Thematic areas concerning National Health Mission (NHM) such as- <ol style="list-style-type: none"> (i) Infrastructure (ii) Diagnostics including Biomedical Equipment Management Programme (BEMP). HCT (iii) Clinical Establishment Act (CEA) (iv) Bio Medical Waste Management (v) FRU operationalization (vi) Kayakalp (vii) Health Melas 3. Court cases pertaining to NHM related issues. 4. Parliamentary Work; RTI applications, Public Grievances and Periodical reports/ returns in r/o above mentioned subject matters. 					

SECTION	NHM (FINANCE) DIVISION				
ROOM NO.	509-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23063695,23062121	2733	421		Rajpalbhatia123@gmail.com

RESPONSIBLE FOR

(a) Section Officer (NHRM-Finance)

- Examining release proposals for all programmes and pools under NRHM in r/o all States/UTs.
- Vetting of sanction orders.
- Coordination with States/UTs and maintain delay status in transferring of funds from State Treasury to SHS a/c.
- Coordinating various meetings and workshops organized by the FMG.
- Making arrangements for various types of audits and their follow up.
- Providing financial data for official use and maintaining official records.
- Engagement of FMG Staff, supervision and guidance of NHM-F's staff.
- Overall supervision of Budget Control Register- Object Head Wise fund allocation from the Detailed Demand for Grant (DDG) for the FY 2015-16 for the various heads.

(b) Sr. Accounts officer (NRHM-Finance)

- Examination of Utilization Certificate received from the States/UTs.
- Settlement of Utilization Certificates with the PAO, MoHFW.
- Reconciliation of the releases and expenditure figures of the Programme Divisions.
- Reconciliation of the release with PAO

(c) Assistant

- To assist in drafting of release proposals to States/ UTs under various programme in r/o all States/UTs.
- To assist in vetting of sanction orders.
- To assist in coordination of various seminars/workshop etc.
- Recording of Object Head Wise fund allocation from the Detailed Demand for Grants (DDG) for the FY 2015-16 for the various heads.

SECTION		NATIONAL URBAN HEALTH MISSION (NUHM) (Urban Health (UH), Special Scheme (SS) & Area Project (AP) (Accounts) Sections merged and renamed as NUHM vide OM No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.		UH/AP(Accounts) - 506-A; SS - 424-C;				
TELEPHONE NO./EMAIL ID		DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	UH/AP (Accts)	23062038	2632	487		
	SS Sec.		2420	530		

RESPONSIBLE FOR

I. Urban Health

1. Policy related issues of NUHM.
2. Correspondence with HUPA and other Ministries/ Departments.
3. Preparation for material for annual report.
4. Parliament Questions, Assurances and other Parliamentary matters.
5. Review and comments on Project implementation Plan (PIP) of all States/UTs.
6. VIP references, PMO references.
7. Reply to RTI applications.
8. Preparation of Quarterly, Periodical reports.
9. Court Cases.

II. Special Scheme

1. Urban Family Welfare Centre.
2. Urban Health Posts.
3. Project implementation Plan of NUHM.
4. The subject like Court Case, Annual Plan, Performance Budget, Parliament Question, RTI matter VIP References, Monitoring of Release of funds etc, related to above mentioned Schemes.

III. Area Project (Accounts)

1. Preparation of Annual Plans.
2. To process all budgetary matters- BE, RE, FE, Outcome Budget etc.
3. Allocation of State-wise Resource Envelope.
4. To timely process proposals of release of funds and settlement of Utilization Certificates.
5. Preparation and issue of Sanctions.
6. To maintain up to date monthly/ quarterly position regarding release of funds, expenditure and submission of UCs.
7. Matters related to reconciliation of amount released and bookings received from the States.
8. To coordinate with the States& UTs regarding submission of Utilization Certificates and monthly statement of expenditure (Audit Statements).

SECTION	NURSING SECTION				
ROOM NO.	508- A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23063579	2597	451		nursing-mohfw@gov.in

RESPONSIBLE FOR

(I) SCHEME FOR DEVELOPMENT OF NURSING SERVICES

1. Training of Nurses.
2. Strengthening/Up-gradation of existing schools of Nursing into Colleges of Nursing.
3. National Florence Nightingale Awards.

(II) SCHEME OF STRENGTHENING/UPGRADATION OF NURSING SERVICES(ANM/GNM) UNDER HUMAN RESOURCEs FOR HEALTH.

Scheme has been discontinued w.e.f 1st April, 2020.

1. Opening of ANM/GNM Schools in identified districts of the State-physical and financial progress review.

(III) OTHER MATTERS

1. Rajkumari Amrit Kaur College of Nursing, New Delhi- All administrative, budgetary and disciplinary matters.
2. Lady Reading Health School, Delhi- All administrative, budgetary and disciplinary matters.
3. Indian Nursing Council- Administrative matters, revision of syllabus, laying of reports and regulations, etc.
4. Review of Indian Nursing Council Act and matters related to that.
5. All Policy matters relating to Nursing Personnel.
6. Nursing Reforms- implementation of decisions of NITI Aayog.
7. Pay scale revision and recommendations in respect of Nursing Personnel.
8. Clarification of policy matters related to nursing from other Ministries like Railway, Defence etc.
9. Issue of NoC to foreign students for pursuing nursing education in India.
10. Preparation of EFC/SFC for the Nursing Schemes.
11. Processing for release of fund, communicating to states/institutions for proposals, Utilization Certificate Monitoring and Evaluation of Schemes, Settlement of Utilisation Certificate etc.
12. Budget matters, e-Samiksha/RFD etc.
13. Preparation of recruitment rules and appointments/promotions of nursing personnel in LRHS and RAK.
14. Strengthening of RAK College of Nursing as Centre of Excellence.
15. Parliament Question/ VIP Reference/RTI/Court Cases PG cases etc.
16. Technical inputs in court cases.
17. WHO Projects/International assistance.

Note:

Merger of Lady Reading Health School (LRHS), Bara Hindu Rao, Delhi with Rajkumari Amrit Kaur College of Nursing (RAKCN), Lajpat Nagar, New Delhi. The name of Lady Reading Health School will now be as Lady Reading Health School, a unit of Rajkumari Amrit Kaur College of Nursing under Ministry of Health & Family Welfare vide Nursing Section's order no. Z.28015/43/2018-N dated 07.02.2020.

SECTION	PARLIAMENT SECTION				
ROOM NO.	328-C				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23061649	2523	526	23062311	
RESPONSIBLE FOR					
<p><u>Being the nodal division of all Parliamentary work, this Division is common to both the Departments of the Ministry as well as of the Ministry of AYUSH and the offices of DGHS including institutions like DCG(I), FSSAI, SCOVA, AIIMS, Dr. RML Hospital, Safdarjung Hospital, LHMC&CGHS etc. and, therefore, responsible to/for:</u></p>					
<ol style="list-style-type: none"> 1. Liaise with Lok Sabha/Rajya Sabha Secretariats located in Parliament House/Parliament House Annexe /Parliament Library Building. 2. All Parliamentary matters such as questions, call attention motions, short duration discussions, half an hour discussions, both discussion/ consideration of Government bills as well as Private Members bills etc., pertaining to both the Ministries- Receipts, distribution and co-ordination thereof. 3. Arranging passes for officers and staff for facilitating entry to Parliament House/ Parliament House Annexe/ Parliament Library Building. 4. Monitoring and laying of Annual Reports /Audited Accounts of Organizations / Institutions under both the Ministry which are required to be laid on the table of both the Houses within the stipulated period. 5. Facilitating the Sections/Desks in laying authenticated copies of Notification (s) on the table of both the Houses. 6. Meetings of various Parliamentary Committee(s) held in Delhi or outside Delhi. 7. To assist our Ministers in Parliamentary issues including Briefing Meetings for various Parliamentary Matters. 8. To assist Secretaries and Seniors Officers of both the Ministry for their orall evidence before various Parliamentary Committees. 9. Meetings of the Consultative Committee of Parliament of the Ministry and all other connected matters. 10. Monitoring of Parliamentary Assurances of both the Ministry. 11. Monitoring of position of matters raised under Rule 377 in Lok Sabha and by way of Special Mention in Rajya Sabha. 12. Co-ordination of all other miscellaneous matters connected with Parliamentary work. 13. Monitoring of VIP references. (MPs & Ministers of Union Government). 					

SECTION	Pradhan Mantri Jan Arogya Yojana (PMJAY) earlier Rashtriya Swasthya Bima Yojana (RSBY) (Health Insurance (HI) Section has been renamed as RSBY vide O.O. No. A.22012/02/2015-Estt.I dated 30.04.2014)				
ROOM NO.	424-C				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE E DIGIT	FAX NO.	EMAIL ID
	23061848	-	474	-	sopmjay-mohfw@gov.in
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Release of funds to National Health Authority for implementation of Ayushman Bharat- Pradhan Mantri Jan Arogya Yojana (AB-PMJAY) and other budget related issues of scheme. 2. All parliamentary matters (Parliament Questions/Rule 377 matters/special mentions/assurances etc.) related to AB-PMJAY. 3. Miscellaneous administrative matters of National Health Authority. 4. Processing of reports/returns/bulletins received from National Health Authority regarding implementation of PMJAY. 5. Submission of various information regarding AB-PMJAY to Coordination Section, BOP Section etc. of MoHFW and also to DOE, DEA, NITI Aayog, PMO and other Ministries/Departments etc. 6. Other miscellaneous issues- grievances, court cases, and reports referred to MoHFW and related to AB-PMJAY. 7. Though RSBY has been subsumed in AB-PMJAY during 2018-19, all pending matters of RSBY including fund releases to states, court cases, grievances are being handles in the Section. 8. Similarly, pending issues related to erstwhile Senior Citizen Health Insurance Scheme (SCHIS) including fund releases to States are also being looked after by the Section. 					

SECTION	PRADHAN MANTRI SWASTHYA SURAKSHA YOJANA (PMSSY) (Erstwhile SSH Cell & now Five Sections created and named as PMSSY – I; II; III; IV & V vide O.M. No.A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	3 rd Floor, IRCS Building, Red Cross Road, New Delhi-110001				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23736975	-	-	-	-
RESPONSIBLE FOR					
Vide OM No. A.11013/8/2014-Estt.I dated 19.08.2016 the work allocation amongst PMSSY Sections are as under:-					
<u>PMSSY – I</u> : All procurement matters of Phase – I, II & III; All construction matters of Phase I & II upgradation.					
<u>PMSSY – II</u> : All construction matters of upgradation from Phase – III onward. Website, digitalization of records.					
<u>PMSSY – III</u> : All matters of new AIIMS and upgradation of Phase IV & V except construction matters in upgradation.					
<u>PMSSY – IV</u> : All HR related to six new AIIMS including legal matters of HR. Public Grievances related to new AIIMS.					
<u>PMSSY – V</u> : All construction and financial matters of Phase – I & II including arbitration, legal and public grievance cases in these matters.					

SECTION	PNDT				
ROOM NO.	542-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23062375	2647	-	23062375	pndtmohfw@gmail.com
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Monitoring of Implementation of the PC&PNDT Act, 1994. 2. Framing replies to Parliament Questions and other Parliamentary references like Calling Attentions, Special Mentions etc. 3. Court cases including framing of draft Counter Affidavits. 4. Policy Matters on the PC & PNDT Act. 5. Amendments to PC & PNDT Act, 1994 and Rules & Regulations frames there under. 6. Framing replies to RTI applications/ Appeals. 7. Furnishing replies to VIP references. 8. Budgetary matters. 9. Constitution of the Central Supervisory Board (CSB) under the PC& PNDT Act, 1994. 10. Organising meetings and other matter related to the Central Supervisory Board under the Chairmanship of Hon'ble HFM. 11. Constitution of the National Inspection and Monitoring Committee and organizing visits of NIMC and follow up action on the report submitted by NIMC. 12. Compilation of Quarterly Progress Reports on implementation of the PC&PNDT Act, furnished by the States/ UTs and other stake-holders, and monitoring of the same. 13. Constitution of UT Appropriate Authority and UT Advisory Committee in all UTs. 14. PNDT related IEC Activates. 15. Holding periodic regional/ state level review meetings on the progress of the PNDT related activities. 					

SECTION	Procurement – I (EPW & VP Cell merged and renamed as Procurement – I Section vide O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	515-A(EPW) & 546-A (VP Cell)				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
		23063653(EPW) 23061212(VPC)	-	372(EPW) 427(VPC)	23061212 (VPC)
RESPONSIBLE FOR					
<p>(EPW Dealt with – Procurement for RNTCP & NVBDCP through RITES. Policy related issues of CMSS and Administration matters of MSO)</p> <p>(VP Cell Dealt with – Procurement of Vaccines, Syringes, Cold Chain equipment for Routine Immunisation, Pulse Polio and AE/JE campaigns against the indents for the Year 2017-18)</p> <ol style="list-style-type: none"> 1. Procurement of drugs under NVBDCP and RNTCP Programmes through M/s RITES; 2. To convene meetings of Standing Committees and IPC w.r.t. (i) above and obtain approvals of the competent authority for Notification of Awards (NoAs); 3. Coordinating issues arising out of (i) & (ii) above; 4. Management of Services Contracts with M/s RITES and release of consultancy fee to them; 5. All policy & administrative matters of Central Medical Services Society (CMSS); 6. All administrative matters of Government Medical Stores Depots under MSO; 7. Matters related to procurement of drugs by MSO for CGHS, Central Govt. Hospitals & CAPFs; 8. Coordination with Procurement Agent and Procurement Divisions and monitoring of post contract activities; 9. Nodal Division for providing access to e-procurement passwords to other entities under MoHFW; 10. Nodal Division to provide guidance on procurement issues to other divisions; 11. Monitoring of procurement policies of Govt. of India and their implementation in MoHFW; 12. To review the progress on procurement of drugs & commodities done by M/s RITES; 13. Audit, court cases, parliament, RTI, etc. related to the above matters/subject. 14. (Erstwhile VP Cell's functions) Procurement of Vaccine, Syringes & Cold Chain Items after the indent received from Immunization Division, MoHFW for the Routine Immunization Programme & Pulse Polio Programme run by Govt. of India. <p>(S.No. 14 above incorporated based on the O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)</p>					

SECTION	Procurement – II Section (Oral Pill and Supply Sections merged and renamed as Procurement – II Sec. plus Nirodh Marketing (transferred from existing NM Section) vide OM No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	112-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23061217				
RESPONSIBLE FOR					
<p>(Oral Pill and Supply Sections merged and renamed as Procurement – II Sec. plus Nirodh Marketing (transfer from existing NM Section) vide OM No. A.11013/8/2014-Estt.I dated 19.08.2016)</p> <p><u>(Oral Pill Section):</u></p> <p>(Social Marketing of contraceptives/Oral pills including procurement and payment to vendors, promotional incentives to Social Market Organisations)</p> <p>OP Section has been entrusted with the work of Social Marketing of Oral Pills. This section is responsible for Procurement of Oral Pills which inter-alia includes.</p> <ol style="list-style-type: none"> 1. Examination of proposals from NGOs for Social Marketing of Contraceptives 2. Examination of Supply Orders from various manufacturers 3. Preparation of Agreement Documents for procurement of Oral Pills with payment of bills 4. Processing payment of bills <p><u>(Supply Section):</u></p> <p>(Procurement of Contraceptives i.e. Condoms, IUCD, Tubal Rings, Oral Pills, Pregnancy test kits, Emergency contraceptive Pills)</p> <p>The Department of Health & Family Welfare is responsible for implementation of the National Family Welfare Programme by encouraging the production and utilization of contraceptives and equipment of good quality and standards and distribution of the same to the States under free supply scheme. Under the Programme contraceptives namely, condoms, OCPs, Copper-T, Tubal Rings, Emergency contraceptives Pills & Pregnancy Test Kits are procured and supplied.</p> <ol style="list-style-type: none"> 1. After receiving the requirement from the Programme Division of the contraceptives i.e. Mala-N, IUCDs, Tubal Rings, Emergency contraceptives Pills, condoms & pregnancy Test Kits for supply to the States/UTs under free Supply Scheme, Tenders are issued for the quantify except the quantity which are allocated to HLL under Captive Unit Order. 2. After finalization of Rate contract, placement of supply orders for the item condoms, OCPs, IUCDs, Tubal Ring, Emergency contraceptives Pills & 					

- Pregnancy Test Kits after approval of the competent authority.
3. Payments were made to the manufacturers of the contraceptives against the Supplies made by them to the States/UTs after verification of all formalities.
 4. Monitoring of supplies of the above mentioned items to the States/UTs under free supply Scheme.
 5. Preparation of Expenditure Statement out of the Budget allocated.
 6. Preparation of Inspection Notes of contraceptives in which Inspecting Officer of MoH&FW carry out the inspection and sampling after receipt of favourable Test Reports from the Testing Laboratory.
 7. Preparing of Annual Budget and material for Annual Report and year Book.
 8. Reply of Audit Objection & Parliament Question.
 9. Issue and maintenance of Blank Inspection Note Books to various Inspecting authorities all over the India.
 10. RTI Matters/ VIP References.
 11. Maintenance & submission of Utilization Certificate of Blank Inspection Notes Books issued to Inspecting Officer all over the India.

Nirodh Marketing:

- Entrusted with the work of Social Marketing of Condoms.
- Responsible for Procurement of Condoms which inter-alia includes –
 1. Examination of proposals from NGOs for Social Marketing of Contraceptives
 2. Examination of Supply Orders from various manufacturers
 3. Preparation of Agreement Documents for procurement of condoms with payment of bills
 4. Processing payment of bills.

SECTION	PROTOCOL SECTION (CC&P Section has been renamed as Protocol Section vide OM No. A.11013/8/2014-Estt.I dt. 19.08.2016)				
ROOM NO.	412-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
		23062174	2549	482	23061095
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Arrangement for conference of CCH & FW/Health Secretaries and Health Ministers meeting at regular interval 2. Arrangements for the Meetings/Conferences/Workshops etc. in and outside Nirman Bhawan 3. Maintenance of Committee Room No.249-A,149-A and 406-A and its bookings for meetings 4. Arranging official receptions/lunches/dinners at various hotels hosted by Ministers/Senior Officers 5. To make arrangements for serving working lunches/refreshments etc for the day to day meetings to be held in the Committee Room 6. Operation of Hospitality funds of both the departments of Health & Family Welfare, issue of sanctions of all bills of Canteens/Parliament House/Hotels and airlines etc. 7. To settle the bills in connection with serving of refreshments served in the official meeting taken by Ministers/Secretaries and other senior officers 8. Issue of exchange vouchers for air tickets for officials below the rank of Joint Secretaries 9. To maintain the hospitality grant of Ministry of Health & FW 10. To make itinerary of Ministers/Secretaries/Joint Secretaries as and when they go on official visit abroad 11. To obtain Visa notes from Ministry of External Affairs and to get Visa endorsed in the passports from different Embassies/High Commissions 12. Arrangements in connection with the reception/departure of Indian delegations abroad including booking of Ceremonial Lounge/VIP Lounge and also to arrange security passes for IGI Airport from BCAS 13. Procurement of Diplomatic Passports/Official Passports/International air tickets and Foreign Exchange etc. 14. Arrangements for Hotel accommodation/transport/security etc. for the visiting dignitaries/delegations etc. 15. Arrangements of gifts to be presented to the foreign dignitaries/delegations and for Indian delegates going abroad 16. Timely settlement of all the claims of ITDC Hotels, Air Travel Bills etc. 17. To make arrangements at the airport for Immigration/Custom/Security clearance for Ministers/Secretaries/Additional Secretaries and visiting dignitaries during their arrival and departure at IGI Airport. 					

SECTION	PUBLIC HEALTH (PH – II Section has been renamed as PH Section vide O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	540-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23061117		300	23061117	Publichealth2@yahoo.com
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. National Centre for Disease Control (NCDC); 2. Integrated Disease Surveillance Project (IDSP); 3. Issues on Environmental Health & Climate Change; 4. Public Health Emergency (EMR) 5. Public Health Matters. 					
<p>Note:- All aspects of Seasonal Influenza including Surveillance, Outbreak response, laboratory & logistics support and risk communication will be looked after by the National Centre for Disease Control (NCDC) and EMR Division will continue to attend to any future crisis involving Influenza as and when directions to this effect are given by DGHS/Ministry. The point iii has been updated vide this Ministry's Office Order No. A12034/2017-EMR/PH dated 25.07.2017.</p>					

SECTION	Receipt & Issue(R&I) Section				
ROOM NO.	Near GATE-6, Ground Floor				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061170	2534	523		
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Issue/dispatch of Dak, by Speed post/ Regd. Post/ Ordinary post/ Un-Regd. Parcels/By Air Mail etc. received from D/o Health/F.W/NACO after diarised in the Computer (FTS), respective registers. 2. To deliver the incoming V.I.P letters (received from P.M.O. President Sectt. & M.P.s) Court-cases/ RTI cases/Parliament Question, resolution, cut motions and references seeking information send to the concerned sections after diarised, Computer (FTS). 3. Incoming Regd. Letters/Speed post letters/ Ordinary post letters/Court-cases/Diplomatic bag letters are sort-out and marked and diarised in the respective register Computer (FTS) and these are delivered to the concerned Sections. 4. To deliver the dak in the Ministry of Health & F.W. Nirman Bhavan, received from all over India & abroad. 5. To deliver the dak received from D/o Health/F.W./HR/NACO by Spl. Messengers and through Dispatch Rider. 6. Entering the letters in register and making their envelopes received from D/o Health/F.W./NACO. 7. Opening of Franking Machine for dispatching the dak. 8. To pasts the envelopes & stamping on envelopes for issue. 9. Making out copies and sets of letters etc. received from Deptt. of Health/F.W. by Gestener Operators. 10. Arrangement for Night Duty. 					

SECTION	REPRODUCTIVE & CHILD HEALTH (RCH) (RCH(DC) Section has also been merged with RCH Section vide O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	108-D, 548-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
108-D	23062159	3209	371		
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Preparation and consolidated report on E-samiksha on various issues. 2. Coordination with different divisions of RCH & prepare consolidated report of various issues like Result Framework Document, Delivery Monitoring Units, Prime Minister Office's references. Monthly D.O. 3. Coordination with related Ministries e.g. WCD/ planning commission/ Department of Economic Affairs under RCH Programme. 4. Preparation of material for annual report for respect of RCH Programme. 5. Preparation of overall RCH Programme brief for the RCH Programme as a whole for HFW and Seniors Officers meeting. 6. Preparation and consolidation of information or various issues for senior officers for foreign and domestic tours. 7. Compilation of recommendations of various RCH Divisions w.r.t PP of States/ UTs. 8. Coordination of monitoring and Supervision of Programme implementation through State visits, regional review meetings and CMRs reports. 9. (i) Coordinate with all the program division in preparation and timely submission of annual Budget estimates. (ii) Coordinate with program division in preparation and finalization of revised estimates/ final estimates supplementary grants. (iii) Coordinate in preparation of Outcome Budget and Performance Budget. (iv) Coordinate and prepare Annual Plan and 5 year plan, annual action plan on RCH under NRHM. (v) Coordinate with FMG on periodic expenditure on RCH including immunization. (vi) Coordinate work relating to final settlement of accounts, utilization certificates, adult reports in respect of EC-SIP and other pending UCs. (vii) Any other tasks as assigned by the Director (RCH) and JS(RCH). 10. Administration matters of Donor Partners supported consultants in RCH Division, Budgetary matters, PIP, PAC matters, Data Compilation and Monitoring of RCH-II. <p>(S. No. 10 above incorporated based on the O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)</p>					

SECTION	RTI/Legal Section (CDN –II/ (RTI CELL)- Legal Cell has been renamed as RTI/Legal Section vide OM No.A.11013/8/2014-Estt.I dt. 19.08.2016)				
ROOM NO.	216-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23063682		518		
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Sending papers relating to court cases including CAT and NHRC to the Division concerned in the Ministry. 2. Weekly/ Monthly progress report of the Court Cases in the prescribed proforma is collected by CDN-II (Legal Cell) for monitoring and submission to the senior officers for appropriate directions. 3. Co-ordinating papers/references received from Ministry of Law and Justice. 4. Matters relating to Right to Information Act, 2005: <ol style="list-style-type: none"> a. All the references relating to RTI Act in respect of the Ministry, which are received through R&I Section as well as RTI online portal in the RTI Cell and forwarded to the concerned CPIOs of this Ministry and other Public Authorities. b. Quarterly/ Annual Reports in respect of the references received by CPIOs directly or in RTI Cell under the RTI Act Prepared and sent to CIC. c. RTI Cell is functioning as Nodal Section for providing clarifications in relation to matters concerned RTI Act. 					

SECTION	SNA (IEC Section renamed as Swasth Nagrik Abhiyaan (SNA) vide Office Order No. A.11013/8/2014-Estt.I dt. 30.08.2019)				
ROOM NO.	510-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23063227	2640	467	23063227	-

RESPONSIBLE FOR

1. Participation and arranging exhibition during India International Trade Fair at Pragati Maidan, New Delhi.
2. Co-coordinating the Development and Production of print material like leaflets, posters, general in nature etc. for distribution to State/UTs.
3. IEC in Health Melas in selected areas (Transferred to NHM Division A-11014/256 /2019-SNA dated 17.12.2019).
4. To deal with media campaigns at central level and participation in fairs at central level specially by Government agencies like IITF by ITPO under D/o Commerce, Aarogya Mela by M/o AYUSH, Vibrant Gujarat by Govt. of Gujarat etc. vide Office Order No. A-11014/256 /2019-SNA dated 17.12.2019
5. Printing of Wall Calender of MoHFW and its distribution to States/UTs through MMU.
6. Designing and release of advertisement on Family Welfare issues.
7. Procurement of newspapers and magazines and distribution to officers in the Ministry HQ in Nirman Bhawan.
8. (a) Reimbursement/Payment to vendors of newspapers and magazines to HFM, MOS and technical officers of the Department.
(b) Supply of newspapers and magazines to HFM, MOS and Senior Officers and technical officers of the Ministry.
9. Release of advertisement in newspapers to DAVP through Chief Media/Editor(H)
10. Coordination for production of electronic media and Spots, its duplication and distribution to States/UTs.
11. Administrative matters of the Social Media Cell (OM No. G.21011/1/2016-IEC dt. 11.07.16)
12. To deal with Reference including VIP references where MoHFW's direct participation is required for funding/participation in Health Melas in States from the central SNA Budget (A-11014/256 /2019-SNA dated 17.12.2019)
13. To deal with all such references including VIP references where the MoHFW has been asked to support the fairs by private parties/NGOs etc in the States/UTs at District/Constituency level will be dealt by NHM Division. (A-11014/256 /2019-SNA dated 17.12.2019).

SECTION	STATISTICS DIVISION (STAT.I Section has been renamed as Stat. Section vide O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	Indian Red Cross Society Building, 3 rd Floor, New Delhi				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23736983	-	-		nivedita.g@gov.in

RESPONSIBLE FOR

Main Activities of Statistics Division, DoHFW

- (1) **To conduct integrated National Family Health Surveys (NFHS)**, about once every 3 years, to obtain estimates, on a wide range of indicators useful for assessing level and impact of health & family welfare interventions, at the District, State and National level, towards policy/programme formulation in the right direction.
- (2) **To co-ordinate or provide technical input in other Health Surveys** (conducted in-house or externally) viz. Coverage Evaluation Survey (CES), Comprehensive National Nutrition Survey (CNNS), Global Youth Tobacco Survey (GYTS) etc.
- (3) **To monitor SDG-Health data**, compiled from NFHS, different Programme Divisions, other Offices etc., which is crucial for assessing the progress towards achieving SDG Goal-3: Ensure healthy lives & promote well-being for all at all ages by the year 2030.
- (4) **To maintain Health Management Information System (HMIS)**, a web-based MIS for DoHFW, which collates data from around 2 lakh health facilities (mostly public health facilities) across all States/UTs obtaining facility wise service delivery data on monthly basis, training data on quarterly basis and infrastructure related data on annual basis.
- (5) **To oversee all administrative issues** relating to **International Institute for Population Science**, Mumbai.
- (6) **To Provide, critical research based inputs** related to Health & FW Programmes and Policies at national/state level through **Population Research Centres (PRCs)**.
- (7) **To provide technical inputs including data & metadata** and co-ordinate statistical matters for the Programme Divisions and other stakeholders within and outside the Ministry.
- (8) **To guide research activities on emerging Health related data issues**, e.g. Validation Studies on Assigning Causes of Death (COD), Committee on Low Birth Weight, Committee on Civil Registration System (CRS), Population Projection etc.
- (9) **To provide analyses and interpretation of official statistics on Health & Family Welfare** to Parliament, various inter-ministerial committees.

International Commitments

1. Dissemination of Health & FW Statistics for international publications;
2. Maintaining International and Regional Statistical Standards;
3. Regional Cooperation under WHO, UNICEF, SAARC, ESCAP etc.
4. Assess and provide comments of MoHFW, GoI on the statistical outputs generated by UN Agencies vis-à-vis national datasets on Health or Family Welfare;
5. Active participation in Global Technical Discussions on various aspects of Health Statistics including maternal & child health and nutrition;

6. Work proactively for improving the Official Health Statistics Systems in line with the Fundamental Principles on Official Statistics adopted by UN.

Other Activities

1. Analyse & interpret Health and Demographic Statistics generated by official agencies, nationally or internationally;
2. Ensure maintenance of statistical standards in collection, compilation and publication of Health data in the country;
3. Under Digital India Initiative, provide data for DoHFW on Open Government Data (OGD) Platform i.e. data.gov.in.

Publications

1. Rural Health Statistics
 - Published annually
 - Latest issue: Rural Health Statistics 2018-2019.
2. **Health & Family Welfare, Statistics in India**
 - Published biennially
 - Latest issue (under finalisation): Health & Family Welfare Statistics in India 2019-20.
2. **PRC Compendium comprising selected research studies**
 - Published annually.
 - Latest issue: Critical issues in Maternal and Child Health in India

To undertake the above tasks, the Division has been operating the following two plan schemes namely, (i) Management Information System(MIS) and (ii) Population Research Centres (PRCs):

SECTION	STAT(PRC)				
ROOM NO.	512 A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23062647	2781	325		s.band55@gov.in
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. All establishment matters of Population Research Centres (PRC) staff in 18 PRCs with a staff strength of approximately 324 employees, situated in different universities (12) and Institutions (6) i.e. appointments, promotion, revision of pay scales, retirement benefits, clarifications from PRCs etc. 2. Various O&M returns in respect of PRC Section, returns required by MOHFW and any other return related to PRCs. 3. Reviewing of files, maintenance of register, guard files, sanction folders etc. 4. Conducting of meeting of PRCs, follow up of recommendations of these meetings. 5. Critical examination of Budget Estimate and Revised Estimate sent by the PRCs. 6. Release of recurring Grant-in-aid separately to all the 18 PRCs. 7. Release of non-recurring grant-in-aid separately to all the 18 PRCs. 8. Laying of Annual Report of the PRCs in both Houses of the Parliament. 9. Scrutiny and acceptance of Utilization Certificate of Recurring and Non-Recurring Grant-in-aid released to PRCs. 10. Review of Quarterly Progress Reports sent by the PRCs. 11. Preparing reply of RTI applications. 12. Preparing reply of Court Cases. 13. Conducting evaluation of PRCs by independent agencies and taking follow up actions on the evaluation report. 14. Examination of Annual Action Plan of the PRCs and giving approvals. 15. Revision of PRC guidelines and policies. 16. Examination of the Study Reports sent by the PRCs and taking follow up action. 17. Any other work assigned by senior offices from time to time. 					

SECTION	Tobacco Control (Separated from erstwhile PH-I Section vide O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)				
ROOM NO.	408-A & 539-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
Tobacco Control	23062868	2779	659	23062868	ntcp.mohfw@gmail.com
DDAP	23061182	-	-	-	ddap539@gmail.com
RESPONSIBLE FOR					
<ul style="list-style-type: none"> • Implementation of the World Health Organization Framework Convention on Tobacco Control (WHOFCTC) to which India is a party. • Administration and implementation of the Cigarettes and other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003. • Administration and implementation of the Prohibition of Electronic Cigarettes (Production, Manufacture, Import, Export, Transport, Sale, Distribution, Storage and Advertisement) Act, 2019. • Implementation of the National Tobacco Control Programme (NTCP) in coordination with States/UTs. NTCP is being implemented in all 36 States/UTs. • Administration and monitoring of three National Tobacco Testing Laboratories. • Administration and monitoring of four Tobacco Quitline Services Centres. • Surveillance activities – Global Adult Tobacco Survey (GATS) & Global Youth Tobacco Survey (GYTS). • Implementation of the Protocol to eliminate Illicit Trade in Tobacco Products negotiated and adopted under Article 15 of the World Health Organization (WHO) Framework Convention on Tobacco Control (FCTC). • Coordination with various stakeholder Ministries/Departments/Institutes etc. on tobacco control issues. • All Court & RTI matters related to tobacco control issues. • Parliamentary matters including Parliament Questions, Special Mentions, Parliament Assurances related to tobacco control. • Work related to PMO/VIP references related to tobacco control. • All residuary and miscellaneous matters related to tobacco control. <p style="text-align: center;">II. Drug De-Addiction Programme (DDAP)</p> <ul style="list-style-type: none"> • Issuance of grants to the total six Drug De-addiction Centres established in Central Government Hospitals/Health institutions and monitoring of UCs and financial / physical progress of these institutions /centres along with monitoring of total 27 Drug Treatment Clinics established through NDDTC, AIIMS under DDAP, MoHFW • Establishment of new Drug De-addiction and Treatment Centres (DDTC) as per requirement and as per approval of the Cabinet. • Coordination with the Ministry of Social Justice & Empowerment; Ministry of Home Affairs, the Department of Revenue; the Narcotics Control Bureau (NCB); the 					

International Narcotics Control Board (INCB) etc. in the matters of substance abuse.

- Organisation/participation of various meetings with all stake holders in the matter of Drug/Substance Abuse.
- RTI references/ VIP references/PMO references/Public Grievances/ President Secretariat references.
- Parliament Admitted Starred/Unstarred Question, Assurances & Private Member Bills in respect of Drug/Substance Abuse.
- Various work and task related to preparation of 'Standard Treatment Guidelines (STGs) for Substance Abuse' Book.
- Updating of Output/outcome [Patients' details: OPD/IPD/Follow-ups] report on Quarterly basis on Dashboard Portal of MoHFW and DDAP details in mohfw.nic.in website.
- Various matters related to Meeting of Commission on Narcotics Drugs (CND) at Vienna as representative of MoHFW have to participate the meetings and provide comments/views.
- Coordination with UNODC and WHO in drug related matters from time to time.
- Court related matters.
- Various issues related to Coordination Section, MoHFW.
- Preparation of Annual Reports in r/o all six De-addiction Centres under DDAP, MoHFW.
- Residuary and miscellaneous matters.

SECTION	TRAINING				
ROOM NO	511-D				
TELEPHONE NO./ EMAIL ID	DIRECT	4 DIGIT	3 DIGIT	FAX NO.	EMAIL ID
	23062412	3244	351	23062412	training-mohfw @nic.in
<u>RESPONSIBLE FOR</u>					
I. RCH-II Project under NIHFW					
<ol style="list-style-type: none"> 1. Development of In-service Training Courses' curriculum and Training Materials (Manuals, Modules etc) for Induction, Promotional and Orientation Trainings of HRH. 2. Training of Trainers (In-service Training). 3. To release Grant-in-Aid to the RCH-II Unit of NIHFW, New Delhi 4. Selection Committee Meetings and processing for approval of recommendation for the Contractual Staff under the Project.. 5. Examination of proposals relating to reorganization/restructuring of the Project, revision of salaries/TA/DA/Leave entitlements etc. 6. Revision/updation of financial norms for all trainings of MoHFW. 7. Monitoring of Training inputs with other Divisions. 8. Coordination with NIHFW and other Training Institutes. 9. Reviewing and analyzing reports/receipts received from NIHFW and issuing approvals for the same 10. Basic training of ANM/LHVs Schemes through PIP from states. 11. Strengthening of ANM training Schools through PIP from states. 12. All other miscellaneous matters relating to the RCH-II Project. 					
II. National Institute of Public Health Training and Research (NIPHTR), Mumbai (Family Welfare Training & Research Centre, Mumbai renamed as National Institute of Public Health Training and Research (NIPHTR), Mumbai vide Order No. A-11033/1/2018-Trg (Pt-I) dt. 20.09.2019)					
<ol style="list-style-type: none"> 1. Examination of proposals relating to Recruitment, pay fixation, promotion under MACP, Career Advancement Scheme/DPC , revision /transfers/amendment of Recruitment Rules for various posts etc. 2. Court cases in High Court, CAT etc. 3. Budget proposals 4. Release of grants for various capital expenses. 5. All other miscellaneous matters relating to the Institute 					
III. Gandhigram Institute of Rural Health & family Welfare Trust					
<ol style="list-style-type: none"> 1. Budget proposals. 2. Court cases in High Court, CAT etc. 3. Examination of proposals regarding upgradation/re-designation of various posts/ leave entitlements/ 4. To release Grant-in-Aid to Central Training Institute(CTI) under Gandhigram 5. To release Grant-in-Aid to RHTTI under Gandhigram 6. Parliament Questions/MPs/VIP References/PMO References/RTI Matters 					
IV. Miscellaneous					
<ol style="list-style-type: none"> 1. Preparation of material for various reports like Annual report, Annual Action Plan, Outcome 					

- Budget etc.
2. Various activities for rolling out of Training Management Information System (TMIS) all over the Country.
 3. Selection Committee Meetings and processing for approval of recommendation for manpower under TMIS & E-learning
 4. All matters relating to RTI, MP/VIP/PMO reference, Budget, Parliament questions, miscellaneous matters etc in regards to the above Institutes.

In addition to the work indicated above , vide this Ministry's Office Order No.Z-28015/1/2014-E.I dated 10th April, 2015, the additional responsibility has been given to this Division to deal with the administrative work of National Institute of Health & Family Welfare (NIHFW),New Delhi), an Autonomous Institute under MoHFW which was earlier dealt in erstwhile Stats-II Section of the Ministry.

The Administrative work of NIHFW, New Delhi includes:-

1. Examination of proposals relating to Recruitment, pay fixation, promotion under MACP, Career Advancement Scheme/DPC .
2. Revision /amendment of Recruitment Rules for various posts etc.
3. Selection Committee Meetings and processing for approval of recommendation.
4. Approval for foreign assignments
5. Disposal of grievance cases.
6. Convening of meeting of Governing Body/Standing Finance Committee/Executive Council.
7. Making necessary arrangements for these meetings and processing of minutes thereafter.
8. Sanctions of Grant-in Aid to NIHFW, New Delhi.
9. Budget proposals.
10. Court cases in High Court, CAT etc.
11. To deal with various complaints against NIHFW as well its officials.
12. Material for preparation of Annual Report and laying out the Annual Report of Institute before both houses of the Parliament.
13. Parliament Questions/MPS/VIP References/PMO References/RTI Matters.
14. Amendment of bye-laws/rules.
15. Preparation of monthly reports regarding court cases/VIP References/D.O. letters to the Cabinet and various other reports as asked by Coordination/Budget/ P.G. Cell and other Sections/Divisions of the Ministry
16. All other miscellaneous matters relating to the Institute.

17. All India Institute of Hygiene & Public Health (AIHH & PH), Kolkata

18. Public Health Foundation of India (PHFI)

19. National Academy of Medical Sciences (NAMS) (Transferred from ME-P)

(S.No. 17, 18 & 19 above incorporated based on the O.M. No. A.11013/8/2014-Estt.I dated 19.08.2016)

SECTION	VACCINE INSTITUTE				
ROOM NO.	107-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
	23063459	3261	344	23063459	rs.nautiyal59@nic.in
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Administrative and policy matters relating to three Vaccine Institutes namely, Central Research Institute, Kasauli (Himachal Pradesh), BCG Vaccine Laboratory, Guindy, Tamil Nadu and Pasteur Institute of India, Coonoor (Tamil Nadu). 2. Administrative and policy matters in respect of Indian Institute of Serology, Kolkata. 					
(S.No. 2 above incorporated based on OM No. A.11013/8/2014-Estt.I dated 19.08.2016)					

SECTION	VBD SECTION				
ROOM NO.	540-A				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23063689		503	-	Sovbd503@gmail.com
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. Administrative matters relating to Directorate of National Vector Borne Disease Control Programme (NVBDCP). Dte of NVBDCP is responsible for prevention and control of six vector-borne diseases viz. Malaria, Filariasis, Kala-azar, Dengue, Chikungunya, Japanese Encephalitis and Zika virus disease. 2. Release of Cash (Grant-in-aid) and Kind (commodities) assistance to the States/ UTs for implementation of vector borne disease control activities by the States/ UTs under NVBDCP. 3. Processing of Court cases, VIP references, Parliamentary matters etc. relating to NVBDCP 4. Coordinating with NVBDCP on the implementation of National Programme for prevention and control of Japanese Encephalitis (JE)/Acute Encephalitis Syndrome (AES) as approved by the Cabinet. 5. Coordinating with NVBDCP on monitoring and supervising the implementation of intervention/ activities for prevention and control of JE/AES in the 60 priority districts in 5 States viz. Assam, Bihar, Tamil Nadu, Uttar Pradesh & West Bengal through the Coordination Committee constituted under the chairmanship of Secretary (H&FW) and three task forces. 6. Coordinating with NVBDCP on GFATM supported Intensified Malaria Control Project-II under NVBDCP. 7. Coordinating with NVBDCP on monitoring and supervising the elimination process for elimination of two vector borne diseases viz. Kala-azar and Lymphatic Filariasis by the year 2015. <p>Note:- Zika virus disease incorporated as per Public Health Division's OM No. Z. 28015/7/2017-EMR dated 05.07.2017</p>					

SECTION	VIGILANCE				
ROOM NO.	212-D				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THRE DIGIT	FAX NO.	EMAIL ID
		23061857	2552	483	
RESPONSIBLE FOR					
<ol style="list-style-type: none"> 1. To examine the complaints having vigilance angle received from various sources including private individuals and call for a report from the concerned administrative division and in case, if need be or situation so warranted, calls for the records for verification/ examination of the complaint/ case. 2. To examine complaints received through CVC and CTE paras in consultation with concerned administrative Divisions. 3. To provide necessary assistance and co-operation to CBI and other investigating agencies in investigation of cases against the officials under the control of the Ministry. 4. Examination of reports received from the administrative division/CBI and refers theses to CVC for advice after examination. 5. To collect necessary documents, prepare charge sheet and examine the response of the charged officer and, if need be, appoint IO/PO to conduct an inquiry in respect of Vigilance Cases. 6. To examine the inquiry report, seek the 2nd stage advice of CVC, refer the case to UPSC for tendering advice on quantum of penalty in respect of Vigilance cases. 7. To examine the UPSC advice and pass an order and in case of disagreement, to re-process the case as per the existing instructions in respect of Vigilance cases. 8. To issue vigilance clearance and furnish various reports/returns. 9. To tender advice on vigilance matters received from various divisions/ attached and subordinate offices/ institutions. 10. CCS (CCA) Rules, 1965- Clarification and Interpretation with reference to Vigilance cases of MoHFW. 11. Handling of Court cases/ Parliament questions/RTI matters, etc relating to subject allocated to Vigilance Division. 12. Submission of Monthly/ Annual Reports to CVC. 13. Preparation of Agreed list of MoHFW. 14. Court Cases in respect of Vigilance Division 					

SECTION	Welfare & Public Grievance Section (W&PG)				
ROOM NO.	Near Gate No. 5, IFC (Health)				
TELEPHONE NO./EMAIL ID	DIRECT	FOUR DIGIT	THREE DIGIT	FAX NO.	EMAIL ID
	23061675		221	-	wpg-mohfw@nic.in
RESPONSIBLE FOR					
<u>SC/ST/PWD Cell</u>					
<ol style="list-style-type: none"> 1. To assist the liaison officer in the Ministry in matters relating to representations received from SCs/STs/OBCs/EWSs & PwDs under this Ministry. 2. To inspect the reservation rosters maintained by various institutions/ organisations under this Ministry. 3. To circulate various instructions/orders received from DOP&T and MoSJ&E to the peripheral units of the Ministry for their guidance and compliance. 4. All matters relating to 'Persons with Disabilities (PwD)(Order No. A-48016/01/2015-Estt.I dt. 21.05.2015). 5. To deal with complaints/representation received from various associations and individuals regarding non-observance of reservation policy etc. 6. To deal with compilation of information received from all the administrative sections in the ministry its attached and subordinate offices, autonomous/statutory bodies and PSUs regarding representation of SCs/STs/OBC/EWS and Physically handicapped etc. 					
<u>JCM Cell</u>					
<ol style="list-style-type: none"> 1. Constitutions of Departmental Council. 2. Recognition of service Associations under CCS (RSA) Rules, 93. 3. Nomination of Staff representative submitted by recognised Service Associations. 4. Holding of the meetings of Departmental Council. 5. Correspondence with the staff side members from the recognised associations. 6. Finalization of agenda for the meeting of the Departmental Council. 7. Coordination of PM's 15 point Programme for Welfare of Minorities. 					
<u>WELFARE Cell</u>					
<ol style="list-style-type: none"> 1. Administration of Staff Benevolent Fund 2. Farewell party for the retiring employees of this ministry. 3. Updation of Citizen Charter of the Ministry. 4. Sports activities of the Ministry and release of Grants-in-Aid to the Sports Club of Ministry. 5. Matters relating to functioning of Departmental Canteen. 6. Matters relating to observance of various days during the year as per instructions of DoPT. 					
<u>PUBLIC GRIEVANCE Cell</u>					
<ol style="list-style-type: none"> 1. Dealing with various Public Grievance cases and to implement the various guidelines issued from time to time by the Department of Administrative Reforms and Public Grievances. Joint Secretary in the Department of Health has been designated as Nodal 					

Officer for Public Grievances relating to the department. Director/DS in the Ministry are working as Public/Staff Grievance Officer. Separate Grievance Cell is in operation in the Ministry of AYUSH, Department of Health Research and Dte.GHS. A separate Public Officer is also functioning in each Government Hospital/ Organization to deal with Public Grievances cases.

2. In pursuance of direction of Cabinet Secretariat, steps have already been initiated for introduction of online redressed of public grievance through Department of Administrative Reforms and Public Grievance relating to CGHS and Pensions through a software package viz. “Public Grievance Redress and Monitoring Information system (CPGRAMS)” developed by NIC.

Information and Facilitation Centre

To Strengthen the public redressal mechanism in the Ministry of Health and Family Welfare, W&PG Section also works as Information & facilitation Centre situated adjacent to Gate No. 5, Nirman Bhavan to provide general information about the Ministry to the general public.